



TRUSTEES MEETING NOTICE & AGENDA
WEDNESDAY, DECEMBER 20, 2017 at 8:15 AM
LINCOLN HALL MEETING ROOM, 2 LINCOLN STREET

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE TO FLAG** [8:15 AM]
2. **AGENDA ADDITIONS/CHANGES**
3. **APPROVE AGENDA**
4. **GUESTS, PRESENTATIONS AND PUBLIC HEARINGS**
 - a. Comments from Public on Items Not on Agenda
5. **FYE 19 BUDGET WORK SESSION**
6. **OLD BUSINESS**
 - a. Tax Stabilization Agreement for 4 Pearl Street – Lauren Morrisseau
7. **CONSENT AGENDA**
 - a. Expense Warrant #17075 dated 12/15/17 in the amount of \$101,167.22
8. **ADJOURN**

Meetings of the Trustees are accessible to people with disabilities. For information on access or this agenda, call the Village Manager's office at 878-6944.

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
V10301	12/01/17	BARRA, PLC DAVID A. ADCD Nov svcs EJ28812883	210-41320.320 LEGAL SERVICES	3333.00	14193	12/14/17
V10301	12/01/17	BARRA, PLC DAVID A. ADCD Nov svcs EJ28812883	210-41970.320 LEGAL SERVICES	49.50	14193	12/14/17
09345	12/06/17	BASIC AD Cobra admin Village 40101296	210-41320.210 HEALTH INS & OTHER BENEFI	30.00	14194	12/14/17
V1655	12/01/17	BLUE CROSS BLUE SHIELD OF VA Village Jan health 72770001124	210-45110.210 HEALTH INS & OTHER BENEFI	6334.76	14196	12/14/17
V1655	12/01/17	BLUE CROSS BLUE SHIELD OF VA Village Jan health 72770001124	210-45220.210 HEALTH INS & OTHER BENEFI	1172.20	14196	12/14/17
V1655	12/01/17	BLUE CROSS BLUE SHIELD OF VA Village Jan health 72770001124	210-43110.210 HEALTH INS & OTHER BENEFI	3652.61	14196	12/14/17
V1655	12/01/17	BLUE CROSS BLUE SHIELD OF VA Village Jan health 72770001124	210-43151.210 HEALTH INS & OTHER BENEFI	569.38	14196	12/14/17
V1655	12/01/17	BLUE CROSS BLUE SHIELD OF VA Village Jan health 72770001124	210-41970.210 HEALTH INS & OTHER BENEFI	2148.60	14196	12/14/17
V1655	12/01/17	BLUE CROSS BLUE SHIELD OF VA Village Jan health 72770001124	210-45551.210 HEALTH INS & OTHER BENEFI	6445.79	14196	12/14/17
V1655	12/01/17	BLUE CROSS BLUE SHIELD OF VA Village Jan health 72770001124	210-41335.210 HEALTH INS & OTHER BENEFI	1074.30	14196	12/14/17
V1655	12/01/17	BLUE CROSS BLUE SHIELD OF VA Village Jan health 72770001124	210-41320.210 HEALTH INS & OTHER BENEFI	3222.90	14196	12/14/17
00530	11/22/17	BRODART CO BL books B5169956	210-45551.610 SUPPLIES	0.90	14197	12/14/17
00530	11/22/17	BRODART CO BL books B5169956	210-45551.640 ADULT COLLECTION-PRINT &	14.85	14197	12/14/17
00530	11/28/17	BRODART CO BL books B5174083	210-45551.640 ADULT COLLECTION-PRINT &	35.20	14197	12/14/17
00530	11/28/17	BRODART CO BL books B5174084	210-45551.640 ADULT COLLECTION-PRINT &	16.68	14197	12/14/17
00530	11/30/17	BRODART CO BF books B5176858	210-49346.001 ADULT COLLECTION-PRINT &	48.42	14197	12/14/17
00530	12/04/17	BRODART CO BL books B5178269	210-45551.640 ADULT COLLECTION-PRINT &	1020.30	14197	12/14/17
00530	12/04/17	BRODART CO BL books B5178269	210-45551.610 SUPPLIES	54.00	14197	12/14/17
00530	12/04/17	BRODART CO BL books B5178316	210-45551.610 SUPPLIES	2.40	14197	12/14/17
00530	12/04/17	BRODART CO BL books B5178316	210-45551.640 ADULT COLLECTION-PRINT &	194.30	14197	12/14/17
00530	12/05/17	BRODART CO BL books B5179631	210-45551.610 SUPPLIES	16.20	14197	12/14/17
00530	12/05/17	BRODART CO BL books B5179631	210-45551.641 JUVEN COLLECTION-PRNT & E	179.51	14197	12/14/17
00530	12/05/17	BRODART CO BL books B5179678	210-45551.640 ADULT COLLECTION-PRINT &	44.31	14197	12/14/17
00530	12/05/17	BRODART CO BL books B5179678	210-45551.610 SUPPLIES	2.70	14197	12/14/17
00530	12/05/17	BRODART CO BL books B5179834	210-45551.641 JUVEN COLLECTION-PRNT & E	10.20	14197	12/14/17

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00530	12/05/17	BL books B5179834	210-45551.610 SUPPLIES	0.90	14197	12/14/17
00530	12/05/17	BL books B5179985	210-45551.610 SUPPLIES	8.10	14197	12/14/17
00530	12/05/17	BL books B5179985	210-45551.641 JUVEN COLLECTION-PRNT & E	112.75	14197	12/14/17
13800	11/22/17	BF youth program 12112017DB	210-49345.000 LIBRARY DONATION EXPENDIT	50.00	14198	12/14/17
V0455	12/01/17	BL supplies 4024452112	210-45551.610 SUPPLIES	67.34	14200	12/14/17
V0455	12/07/17	AD copies 11/7-12/6 4024500412	210-41320.442 LEASED SERVICES	25.25	14200	12/14/17
40205	11/20/17	AD accounting modules mig KWF5436	210-41320.340 COMPUTER EXPENSES	631.45	14202	12/14/17
23170	11/30/17	VA Nov gas CL 211853	210-45220.626 GAS, GREASE & OIL	186.07	14204	12/14/17
23170	11/30/17	VA Nov gas CL 211853	210-43110.626 GAS, GREASE AND OIL	1938.80	14204	12/14/17
23170	11/30/17	VA Nov gas CL 211853	210-42220.626 GAS, GREASE AND OIL	517.37	14204	12/14/17
25290	10/03/17	BL books 0002463	210-45551.640 ADULT COLLECTION-PRINT &	-23.22	14210	12/14/17
25290	12/08/17	DL books 7837716	210-45551.640 ADULT COLLECTION-PRINT &	44.25	14210	12/14/17
25290	12/01/17	BL books 7936389	210-45551.641 JUVEN COLLECTION-PRNT & E	995.85	14210	12/14/17
25290	12/01/17	BL books 7936389	210-45551.640 ADULT COLLECTION-PRINT &	6702.55	14210	12/14/17
V0797	12/07/17	LH boiler repair 912155	210-41940.434 MAINT. BUILDINGS/GROUNDS	2555.00	14213	12/14/17
21845	11/16/17	BF youth program 0017	210-49345.000 LIBRARY DONATION EXPENDIT	650.00	14214	12/14/17
21845	09/19/17	BL training conf credit 091917A	210-45551.500 TRAINING, CONFERENCES, DU	-220.00	14214	12/14/17
21845	10/03/17	BL program supplies 100317C	210-45551.837 CHILDRENS PROGRAMS	26.98	14214	12/14/17
21845	10/27/17	BL shipping, postage 10272017A60	210-45551.536 POSTAGE/DELIVERY	25.00	14214	12/14/17
21845	10/04/17	BL books 1057	210-45551.640 ADULT COLLECTION-PRINT &	23.45	14214	12/14/17
21845	10/04/17	BL supplies 11068307	210-45551.610 SUPPLIES	34.47	14214	12/14/17
21845	10/30/17	BL books 1933	210-45551.640 ADULT COLLECTION-PRINT &	54.65	14214	12/14/17
21845	09/19/17	BL supplies special keys 374	210-45551.610 SUPPLIES	10.65	14214	12/14/17
19005	12/01/17	VA phone,internet Dec 3857658	210-41970.535 TELEPHONE SERVICES	31.76	14218	12/14/17
19005	12/01/17	VA phone,internet Dec 3857658	210-41320.530 COMMUNICATIONS	34.96	14218	12/14/17

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
19005	12/01/17	FIRSTLIGHT FIBER VA phone,internet Dec 3857658	210-41940.535 TELEPHONE SERVICES	39.49	14218	12/14/17
19005	12/01/17	FIRSTLIGHT FIBER VA phone,internet Dec 3857658	210-41320.535 TELEPHONE SERVICES	141.82	14218	12/14/17
03525	12/01/17	KITTELL BRANAGAN & SARGEN VA FYE audit 66734	210-41320.335 AUDIT	385.00	14228	12/14/17
V10681	12/06/17	LIBRARY DISPLAY DESIGN SY BL supplies 5313	210-45551.610 SUPPLIES	173.37	14230	12/14/17
08645	11/08/17	LOWES BUSINESS ACCT/SYNCE VF hardware 9156396	210-42220.889 ROUTINE EQUIPMENT PURCHAS	4.49	14232	12/14/17
27295	11/29/17	MAPLEHURST FLORIST LH holiday decorations 49562	210-41940.610 SUPPLIES	227.60	14234	12/14/17
V10615	12/01/17	NATIONAL PEN COMPANY,LLC ED flashlight/keychains 109678660	210-41335.810 COMMUNITY EVENTS & PROGRA	375.90	14237	12/14/17
12235	12/04/17	NEW ENGLAND CENTRAL RAILR ST row lease 10650 1/1-12 132171	210-43110.441 RIGHT OF WAY AGREEMENTS	1436.69	14238	12/14/17
12235	12/04/17	NEW ENGLAND CENTRAL RAILR ST row lease 10650 1/1-12 132171	210-14301.000 PREPAID EXPENSES	1436.68	14238	12/14/17
12235	12/04/17	NEW ENGLAND CENTRAL RAILR ST row lease 10651 1/1-12 132172	210-14301.000 PREPAID EXPENSES	1464.05	14238	12/14/17
12235	12/04/17	NEW ENGLAND CENTRAL RAILR ST row lease 10651 1/1-12 132172	210-43110.441 RIGHT OF WAY AGREEMENTS	1464.05	14238	12/14/17
12235	12/04/17	NEW ENGLAND CENTRAL RAILR ST row lease 10706 1/1-12 132173	210-14301.000 PREPAID EXPENSES	136.59	14238	12/14/17
12235	12/04/17	NEW ENGLAND CENTRAL RAILR ST row lease 10706 1/1-12 132173	210-43110.441 RIGHT OF WAY AGREEMENTS	136.60	14238	12/14/17
12235	12/04/17	NEW ENGLAND CENTRAL RAILR ST row lease multi use pa 132717	210-14301.000 PREPAID EXPENSES	1750.00	14238	12/14/17
12235	12/04/17	NEW ENGLAND CENTRAL RAILR ST row lease multi use pa 132717	210-43110.441 RIGHT OF WAY AGREEMENTS	1750.00	14238	12/14/17
23420	11/29/17	P & P SEPTIC SERVICE INC. BL building maint 28964	210-45551.434 MAINT. BUILDINGS/GROUNDS	210.00	14242	12/14/17
26385	12/06/17	PROFESSIONAL WRITING SERV ADCD Nov minutes 777EJ	210-41320.530 COMMUNICATIONS	264.00	14246	12/14/17
26385	12/06/17	PROFESSIONAL WRITING SERV ADCD Nov minutes 777EJ	210-41970.530 COMMUNICATIONS	154.00	14246	12/14/17
V10691	12/12/17	RESERVE ACCOUNT AD postage reserve 171212	210-41320.536 POSTAGE	2000.00	14248	12/14/17
36130	11/19/17	VERIZON WIRELESS ST phones 9796549265	210-43110.535 TELEPHONE SERVICES	243.36	14258	12/14/17
07565	11/21/17	W B MASON CO INC ST paper towels 149927458	210-43110.610 SUPPLIES	159.90	14262	12/14/17
V10636	12/06/17	HEALTH EQUITY AD Village FSA Dec 17120616463	210-41320.210 HEALTH INS & OTHER BENEFIT	5.40	17121404	12/14/17
31545	12/08/17	COSTCO #314 SC food for events,ctr 171208D	225-45122.614 PROGRAM EXPENSES	111.86	14207	12/14/17
31545	12/08/17	COSTCO #314 SC food for events,ctr 171208D	225-45122.610 OPERATIONAL SUPP/EXP	29.97	14207	12/14/17
31545	12/08/17	COSTCO #314 SC food for events,ctr 171208D	225-45122.812 MEAL SITE EXPENSES	99.39	14207	12/14/17

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
25190	12/05/17	VK Supplies 167031	226-45120.610 SUPPLIES	73.48	14190	12/14/17
25190	12/04/17	VK Supplies 263292	226-45121.610 SUPPLIES	84.85	14190	12/14/17
42665	10/31/17	Supplies BRYZBEQZPZLC	226-45120.610 SUPPLIES	11.34	14191	12/14/17
42665	10/25/17	Halloween Events BYMCVCHROVTC	226-45115.610 SUPPLIES	35.06	14191	12/14/17
42665	10/21/17	Halloween Events CKMMFOXHOESD	226-45115.610 SUPPLIES	36.67	14191	12/14/17
42665	10/11/17	Surface Pros CYAZKXATTEIS	226-45120.610 SUPPLIES	119.79	14191	12/14/17
42665	10/16/17	Basketball EXQLJGEUMYAM	226-45115.610 SUPPLIES	69.95	14191	12/14/17
42665	10/09/17	Surface Pros KCUDKZJYOTRR	226-45120.610 SUPPLIES	232.89	14191	12/14/17
42665	10/16/17	Basketball RQFQEHDEJDQF	226-45115.610 SUPPLIES	106.82	14191	12/14/17
42665	10/31/17	Supplies YBVOKZJKKBPL	226-45120.610 SUPPLIES	56.10	14191	12/14/17
V1655	12/01/17	VA Village Jan health 72770001124	226-45120.210 HEALTH INS & OTHER BENEFIT	4136.12	14196	12/14/17
V1655	12/01/17	VA Village Jan health 72770001124	226-45121.210 HEALTH INS & OTHER BENEFIT	4628.08	14196	12/14/17
V1655	12/01/17	VA Village Jan health 72770001124	226-45110.210 HEALTH INS & OTHER BENEFIT	607.34	14196	12/14/17
25625	12/01/17	EJRP supplies 911026	226-45120.610 SUPPLIES	7.62	14231	12/14/17
19070	12/13/17	DC Trip Res225890 225890	226-45115.330 OTHER PROFESSIONAL SVCS	648.99	14241	12/14/17
24855	12/12/17	Petty Cash Reimburse 121217D	226-45120.610 SUPPLIES	110.49	14244	12/14/17
24855	12/12/17	Petty Cash Reimburse 121217D	226-45121.610 SUPPLIES	50.00	14244	12/14/17
24830	12/04/17	Snack 764786	226-45120.610 SUPPLIES	21.57	14247	12/14/17
24830	12/05/17	Snack 765201	226-45120.610 SUPPLIES	237.27	14247	12/14/17
24830	12/04/17	VK Snack 765288	226-45120.610 SUPPLIES	98.57	14247	12/14/17
24830	12/06/17	Snack 767555	226-45120.610 SUPPLIES	119.63	14247	12/14/17
24830	12/11/17	Snack 768383	226-45120.610 SUPPLIES	82.92	14247	12/14/17
24830	12/11/17	Snack 769595	226-45120.610 SUPPLIES	107.73	14247	12/14/17
24830	12/12/17	Snack 769708	226-45120.610 SUPPLIES	150.40	14247	12/14/17
24830	12/12/17	Snack 770894	226-45120.610 SUPPLIES	71.96	14247	12/14/17

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
41180	11/16/17	VK Supplies 9951399	226-45120.610 SUPPLIES	22.42	14250	12/14/17
10435	11/28/17	Bball Supplies 16003	226-45115.610 SUPPLIES	3.96	14253	12/14/17
45825	12/07/17	Enrichment MS Bowling 004428	226-45120.330 OTHER PROFESSIONAL SVCS	110.00	14255	12/14/17
02035	11/02/17	VR ad for Greenwood Ave 6210651	230-46801.017 GREENWOOD DRAINAGE	588.00	14199	12/14/17
19065	11/08/17	EJRP CAP Electrical 1384	233-46801.004 MAINT GARAGE/CAMP ADDITIO	1800.00	14208	12/14/17
V1655	12/01/17	VA Village Jan health 72770001124	254-43200.210 HEALTH INS & OTHER BENEFIT	1611.45	14196	12/14/17
23170	11/30/17	VA Nov gas CL 211853	254-43200.626 GAS,GREASE AND OIL	93.99	14204	12/14/17
03525	12/01/17	VA FYE audit 66734	254-43200.335 AUDIT	230.00	14228	12/14/17
36130	11/19/17	ST phones 9796549265	254-43200.535 TELEPHONE SERVICES	91.16	14258	12/14/17
V1655	12/01/17	VA Village Jan health 72770001124	255-43200.210 HEALTH INS & OTHER BENEFIT	5554.12	14196	12/14/17
11375	12/01/17	WW December service 2724460	255-43200.565 GRIT DISPOSAL	918.66	14201	12/14/17
23170	11/30/17	VA Nov gas CL 211853	255-43200.626 GAS,GREASE AND OIL	134.09	14204	12/14/17
21740	10/21/17	WW asstd gloves 111717A	255-43200.612 UNIFORMS,BOOTS,ETC	28.87	14215	12/14/17
21740	10/30/17	WW Free Press 111717B	255-43200.610 SUPPLIES	22.00	14215	12/14/17
21740	11/08/17	WW lunch & learn w/ lefto 111717C	255-43200.500 TRAINING, CONFERENCES, DU	38.06	14215	12/14/17
19005	12/01/17	WW Nov phone/internet 3857657	255-43200.535 TELEPHONE SERVICES	175.56	14218	12/14/17
03525	12/01/17	VA FYE audit 66734	255-43200.335 AUDIT	270.00	14228	12/14/17
05495	12/05/17	WW control panel w/o inst 13434	255-43330.002 DIGESTER CLEARING	10100.00	14229	12/14/17
05495	12/07/17	WW scada modifications 13435	255-43200.570 MAINTENANCE OTHER	750.00	14229	12/14/17
34995	12/04/17	WW chain hoist fuses 51573060	255-43200.570 MAINTENANCE OTHER	257.85	14235	12/14/17
V9260	12/05/17	WW housing ups 2 12466	255-43200.570 MAINTENANCE OTHER	1206.00	14243	12/14/17
V2159	12/01/17	WW sodium hypo bulk 316920	255-43200.619 CHEMICALS	4071.63	14256	12/14/17
V1655	12/01/17	VA Village Jan health 72770001124	256-43200.210 HEALTH INS & OTHER BENEFIT	2578.31	14196	12/14/17
33850	12/04/17	SA row lease 888610 1/1-1 9500180440	256-43200.441 RIGHT OF WAY AGREEMENTS	27.50	14203	12/14/17
33850	12/04/17	SA row lease 888610 1/1-1 9500180440	256-14301.000 PREPAID EXPENSES	27.50	14203	12/14/17

12/15/17
08:16 am

Town of Essex / Village of EJ Accounts Payable
Check Warrant Report # 17075 Current Prior Next FY Invoices For Fund (GENERAL FUND)
For Check Acct 01(GENERAL FUND) All check #s 12/14/17 To 12/15/17 & Fund 2

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HPackard

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
23170	11/30/17	VA Nov gas CL 211853	256-43200.626 GAS,GREASE AND OIL	77.85	14204	12/14/17
03525	12/01/17	VA FYE audit 66734	256-43200.335 AUDIT	115.00	14228	12/14/17
Report Total				101167.22		

MEMORANDUM

TO: Pat Scheidel, Municipal Manager, and Village Trustees
FROM: Lauren Morriseau, Assistant Manager/Finance Director
DATE: December 20, 2017
SUBJECT: Tax Stabilization for 4 Pearl Street

Issue

The issue is whether or not the Trustees approve the tax stabilization agreement for 4 Pearl Street.

Discussion

The Trustees signed a letter of commitment for tax stabilization in January (attached). Also attached is an email from Brett Grabowski regarding improvements to the property. Mr. Grabowski submitted invoices in the amount of \$ 395,336. A minimum of \$314,180 in improvements was required to qualify for tax stabilization.

Cost

Since the letter of commitment, the assessed value changed from \$3,141,800 to \$5,783,000. The cost of the agreement over the next three years using this year's tax rate will be a \$26,856 reduction in tax revenue. The agreement would take effect July 1, 2018 for FYE 19.

Recommendation

It is recommended that the Trustees sign the agreement with Brett Grabowski for tax stabilization for the property at 4 Pearl Street.

2 Lincoln Street
Essex Junction, VT 05452-3154
www.essexjunction.org



P: 802-878-6944
F: 802-878-6946
E: admin@essexjunction.org

January 24, 2017

Mr. P. Brett Grabowski
Milot Real Estate
32 Seymour Street
Williston, VT 05495

Dear Mr. Grabowski:

This is a Letter of Commitment for tax stabilization for 4 Pearl Street, if you comply with the following conditions:

1. Obtain all applicable federal, state and local project permits.
2. Make improvements in accordance with the Village of Essex Junction's Commercial Tax Stabilization Policy, greater than ten (10) percent of the current assessed value of the real property (\$3,141,800) between January 24, 2017 and January 24, 2018.
3. Upon completion of the project, which must be in compliance with your permit as shown by a Certificate of Occupancy, you shall provide the Village of Essex Junction evidence of the required capital investment (contracts, invoices, etc.).
4. If you meet the aforementioned conditions, the Village Trustees shall provide final approval and tax stabilization shall commence the subsequent year in accordance with the Village of Essex Junction's Commercial Tax Stabilization Policy.

Thank you for the investment in your property and the Village of Essex Junction.

Respectfully,
VILLAGE OF ESSEX JUNCTION BOARD OF TRUSTEES

George A. Tyler, Village President

Elaine H. Sopchak

Elaine H. Sopchak, Vice President

Andrew P. Brown

Andrew P. Brown, Trustee

Daniel S. Kerin, Trustee

Lori A. Houghton

Lori A. Houghton, Trustee

TAX STABILIZATION AGREEMENT

WITNESSETH:

THIS AGREEMENT, made on this 20th day of December, 2017, by and between the Village of Essex Junction, Vermont, a municipal corporation organized and existing under the laws of the State of Vermont and having its situs in the County of Chittenden and State of Vermont, acting by and through its Board of Trustees as its legislative branch (hereinafter referred to as the "Village"), and P. Brett Grabowski with his principal place of business in Essex Junction, Vermont (hereinafter referred to as the "Owner").

WHEREAS, the Charter of the Village of Essex Junction authorizes and empowers the Village Trustees to negotiate and execute assessment and taxation agreements between the Village of Essex Junction and a taxpayer or taxpayers within the Village of Essex Junction consistent with applicable requirements of the Vermont Constitution.

WHEREAS, the Owner is the owner of certain real property which includes a building, land and site improvements ("real property") in the Village and is operating or causing to be operated and used as a commercial or industrial property; and

WHEREAS, said land of which the Owner is that conveyed to the Owner by Warranty Deed of 4 Pearl Street Investments LLC, dated 12/11/13, recorded in Book 910, Page 989-992 of the Town of Essex Land Records, and said Owner intends to operate a commercial facility on this property. The parcel number is 1028022000.

NOW THEREFORE, in consideration of the mutual covenants and undertakings herein exchanged, the parties agree as follows:

1. For each of the fiscal years 2019-2021, but not thereafter, the Village will bill, the Owner will pay, and the Village will accept in full payment of taxes assessed only upon that facility on the real property an amount derived from the following formula or computations:

For fiscal year '19, the assessed value of the Owner's real property as entered upon the 2018 Grand List shall be divided by 100, with the resulting product being multiplied by 30%, and then multiplied by the tax rate for fiscal year '19.

For fiscal year '20, the assessed value of the Owner's real property as entered upon the 2019 Grand List shall be divided by 100, with the resulting product being multiplied by 50%, and then multiplied by the tax rate for fiscal year '20.

For fiscal year '21, the assessed value of the Owner's real property as entered upon the 2020 Grand List shall be divided by 100, with the resulting product being multiplied by 70%, and then multiplied by the tax rate for fiscal year '21.

2. Annually, the Assessor may adjust the assessed value of the real property to reflect increases or decreases in such value for grand list and property tax purposes.
3. The amounts payable by the Owner in each year shall be due and payable in the same relative percentage amounts and on the same date or dates in each year of this Agreement, as are the percentages and dates which are generally applicable to the payment of real

property taxes by other taxpayers in the said Village and shall have all the incidents of taxes for purposes of collection, liens and delinquencies as provided by law for Village taxes generally. Interest and the penalty provided by statute with respect to taxes not paid when due may be assessed by the Village against payments to be made hereunder by the Owner which are not paid when due, in the same manner as interest and penalties are assessed generally with respect to real property taxes of the Village which are not paid when due.

4. In the determination of the value of the Owner's property for purposes of determining the amount to be paid by the Owner pursuant to the terms of this Agreement, the Owner may avail himself of any grievance procedure or administrative or legal appeal with respect to said determination as is provided by Vermont Statutes and in the same manner as any other taxpayer in the Village.
5. The assessors for the Town of Essex shall have access at reasonable times to the real property of the Owner in the Village for purposes of inspecting the same in the course of determining the value thereof for purposes of the Grand List of the Village.
6. This Agreement shall continue in effect for the term herein specified, provided that the land, buildings continue to be owned and used in the furtherance of the operations of the Owner, or of another operating entity, lessee or successor to the Owner.

This Tax Stabilization shall inure to the benefit of the successors and assigns, if any, of the Owner.

7. The failure of the Owner or his successors to pay taxes assessed pursuant to the terms of this Agreement on or before the final tax due date of the tax year for which the taxes were assessed shall immediately terminate this Agreement. Commencing upon the first day of the next ensuing tax year, all property shall be taxed in the same manner and at the same percentage as property which is not subject to a Tax Stabilization Agreement.

IN WITNESS WHEREOF, the Village has caused this Agreement to be duly executed by the Trustees, as authorized by the vote aforesaid, and the Owner has caused the same to be executed by its duly authorized representative.

VILLAGE OF ESSEX JUNCTION
FOR THE BOARD OF TRUSTEES

By: _____
P. Brett Grabowski
4 Pearl Street Investments LLC

George A. Tyler, Village President



Federal Express

(802) 878-6944

December 8, 2017

Mr. Patrick Scheidel
Municipal Manager
Village of Essex Junction
2 Lincoln Street,
Essex Junction, VT 05452

RECEIVED

DEC 13 2017

Village of Essex Junction

**RE: Amtrak's ADA Stations Program
Essex Junction, VT Rail Station ("Station")**

Dear Mr. Scheidel:

National Railroad Passenger Corporation ("Amtrak") is committed to ensuring that rail stations it serves are fully compliant with the Americans with Disabilities Act of 1990 (ADA) and accessible to all passengers. At this point, Amtrak has conducted a property survey and an ADA assessment of all portions of the Station for which Amtrak has some degree of ADA responsibility and has designed the required ADA improvements to be constructed by Amtrak.

The purpose of this letter is two-fold. First, it is to provide the Village with design plans for the improvements being made as part of our ADA Stations Program ("Plans"). The Plans have progressed to the 100% Submission level of design and are enclosed with this letter for your review, since the improvements impact property owned by the Village. The exact timing of the work is not yet known.

The planned ADA improvements on the Village's property includes providing: an accessible path of travel to and from the public right-of-way (which includes curb ramps, granite curbing, portions of sidewalks, pavement repair and cross walk markings); connections to the Village's existing storm sewer system; and connection of the new platform lighting to the existing site lighting circuit.

The second purpose of this letter is to request that the Village (i) consent to the making of the improvements to the Village's property substantially in accordance with the Plans; (ii) agree to provide Amtrak and its contractors access to the Village's property at the time the improvements are to be made; (iii) confirm that the Village will assume the ongoing responsibility for the maintenance, repair and replacement of the improvements to the Village's property; (iv) agree that the Village will timely sign any related documentation that may be required for Amtrak and its contractors to complete the project; (v) agree that the Village will not remove the improvements for as long as Amtrak uses or intends to use the improvements in providing rail passenger services at the Station, without the prior written consent of Amtrak; and (vi) agree that the Village will provide Amtrak with continued access to the improvements

*Mr. Patrick Scheidel
Village of Essex Junction
December 8, 2017
Page 2*

and will ensure Amtrak's perpetual right to use the improvements for as long as Amtrak provides or intends to provide rail passenger services at the Station.

Your signature below constitutes the Village's consent to the improvements substantially in accordance with the Plans and the Village's agreement to comply with all of Amtrak's other requests described in the above paragraph.

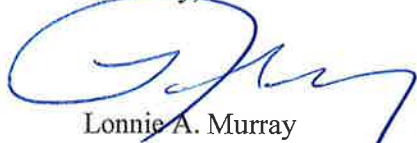
Please contact the following Amtrak representative if you have any questions or concerns regarding the planned improvements or the project:

M. William Hollister
Amtrak Sr. Manager
Government Affairs-Northeast
525 East Street
Rensselaer, NY 12144
518-462-5760 – Office
Hollisw@amtrak.com

The schedule associated with Amtrak's ADA Stations Program is an aggressive one. You can help us complete the design portion of the Station project quickly by having the authorized representative of the Village sign and date the original copy of this letter and return it in the enclosed envelope by December 22, 2017.

Thank you in advance for your cooperation. We look forward to working with you on this important initiative.

Sincerely,



Lonnie A. Murray
*Director Program Management,
ADA Stations Program Office of Engineering*

CONSENT OF OWNER

As the authorized representative of the Village, I hereby: (i) consent to the making of the improvements to the Village's property substantially in accordance with the Plans; (ii) agree to provide Amtrak and its contractors access to the Village's property at the time the improvements are to be made; (iii) confirm that the Village will assume the ongoing responsibility for the maintenance, repair and replacement of the improvements to the Village's property; (iv) agree that the Village will timely sign any related documentation that may be required for Amtrak and its contractors to complete the project; (v) agree that the Village will not remove the improvements for as long as Amtrak uses or intends to use the improvements in providing rail passenger services at the Station, without the prior written consent of Amtrak; and (vi) agree that the Village will provide Amtrak with continued access to the improvements and will ensure Amtrak's perpetual right to use the improvements for as long as Amtrak provides or intends to provide rail passenger services at the Station.

By: _____

Name: _____

Title: _____

Date: _____

cc: R. Oh
W. Hollister

Enclosures: 100% Submission Plans
Additional copy of letter and return envelope



BURLINGTON NORTHERN SANTA FE RAILWAY
 PUBLIC UTILITIES
 BARTLETT & WEST: 888.200.6464 EXT 3235, 785.228.3232
 BNSF RAILROAD FACILITY MARKOUTS
 RR SIGNAL & TELECOMMUNICATIONS LINES: 800.533.2891

ADA STATIONS PROGRAM (ADASP)
 ESSEX JUNCTION-BURLINGTON (ESX), VT

100% SUBMISSION

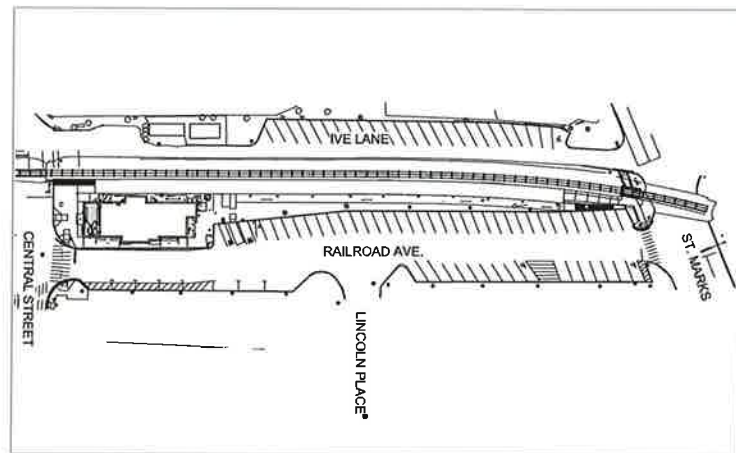
HOST RAILROAD: NEW ENGLAND CENTRAL RAILROAD
 SUBDIVISION: ROXBURY SUB
 MILE POST: NECR 108.2
 STATION CLASSIFICATION: MEDIUM - CARETAKER

RECEIVED

DEC 13 2017

Village of Essex Junction

PROJECT LOCATION
 N.T.S.



MAP SHOWN IS COPIED FROM
 "GOOGLE MAPS"



ESSEX JUNCTION TRAIN STATION
 ADDRESS: 29 RAILROAD AVENUE,
 ESSEX JUNCTION, VT 05452
 LATITUDE: 44.492576
 LONGITUDE: -73.110206



VICINITY PLAN
 N.T.S.

SCOPE SUMMARY

- A. ACCESS TO PUBLIC RIGHT OF WAY(PROW):
 1. PROVIDE AN ACCESSIBLE PATH OF TRAVEL TO AND FROM THE PROW, PUBLIC TRANSIT.
- B. SITE WORK/PARKING:
 1. PROVIDE ADA ACCESSIBLE PARKING SPACES.
 2. PROVIDE NEW 400'X12' PLATFORM.
- C. MOBILE LIFT:
 1. RELOCATE THE EXISTING STATION BASED MOBILE LIFT AND ENCLOSURE TO THE NEW PLATFORM.
- D. STATION INTERIOR:
 1. PROVIDE ADA-COMPLIANT HARDWARE AND CLEARANCES AT STATION ENTRANCE.
 2. PROVIDE ADA COMPLIANT UNISEX TOILET ROOM AND ALTER ADJACENT OFFICE.
- E. SIGNAGE:
 1. PROVIDE AMTRAK ADA STANDARD SIGNAGE, DIRECTIONAL SIGNAGE, INTERIOR SIGNAGE AND ACCESSIBLE PARKING SIGNAGE.
- F. PROVIDE CONNECTIONS TO VILLAGE STORM SEWER
- G. CONNECT NEW PLATFORM LIGHTING TO EXISTING SITE LIGHTING CIRCUIT

11/02/17 3:44:05 PM
 C:\Users\jgordon\Desktop\ESSEX\BIB\MARCH_60533487_ESX.dwg

NO.	DESCRIPTION	DATE	BY
1	Concept Submission	06/02/17	VQ
2	Interim Submission	09/06/17	VQ
3	100% Submission	11/03/2017	VQ



Office of Chief Engineer
 National Railroad Passenger Corporation
 30th Street Station, Philadelphia, Pennsylvania 19104

Approved	Date

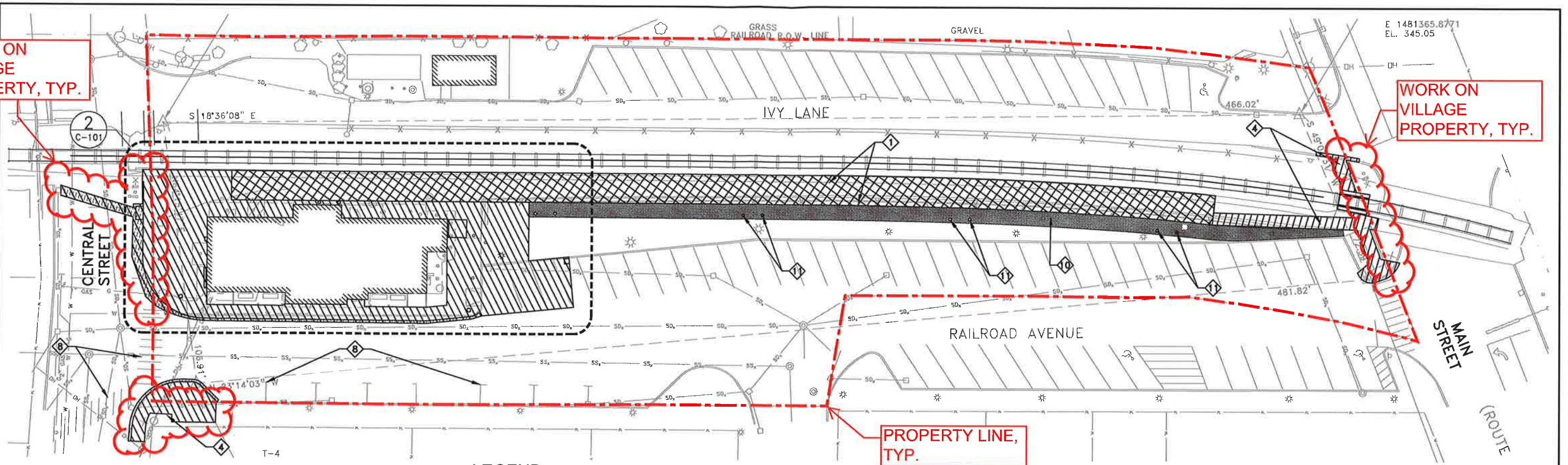


ESSEX JUNCTION - BURLINGTON (ESX)
 ADA STATIONS PROGRAM (ADASP)
 COVER SHEET
 Designed: VQ Drawn: VQ, DS Checked: WL, DK Date:

Project Code:	60533487
WBS:	C.EN.100894.0624
Sheet No.	XX OF XX
Dwg. No.	X-000

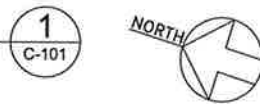
WORK ON VILLAGE PROPERTY, TYP.

WORK ON VILLAGE PROPERTY, TYP.



CIVIL DEMOLITION PLAN

1" = 20'-0"

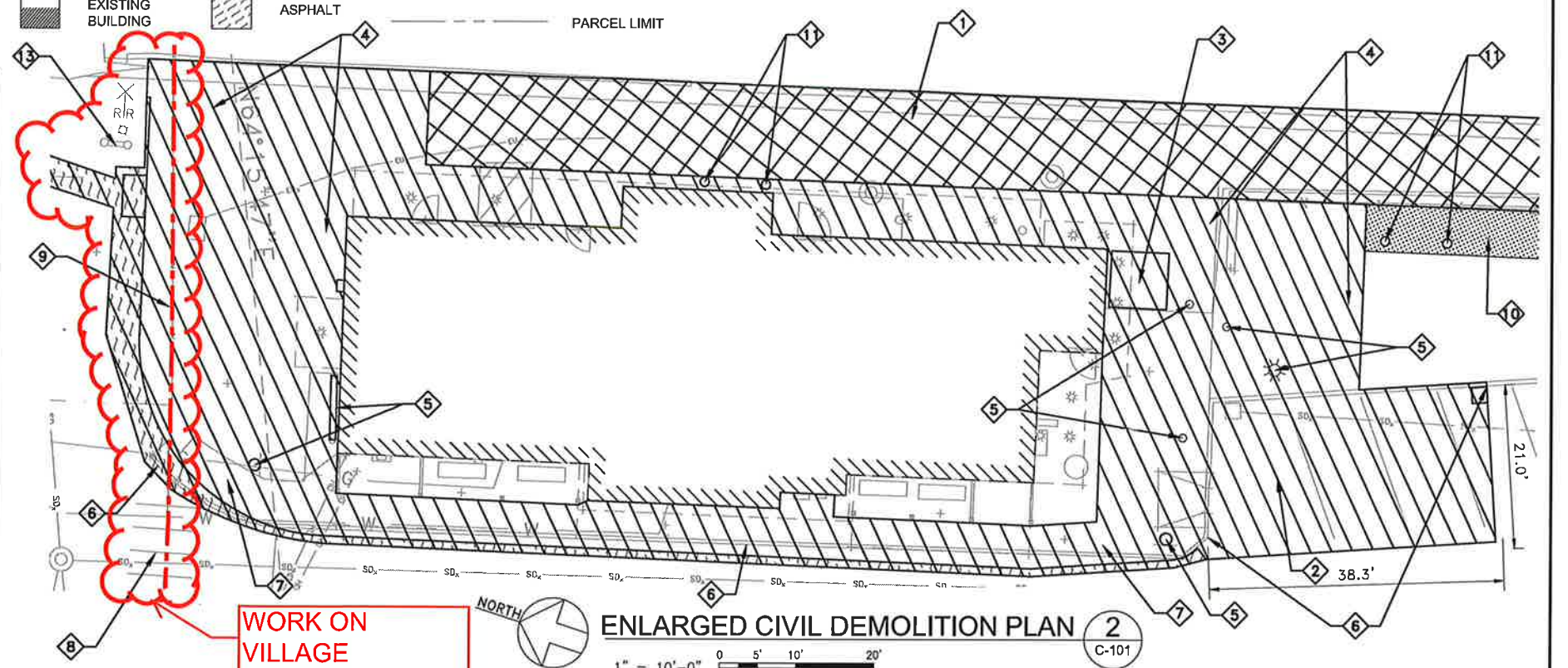
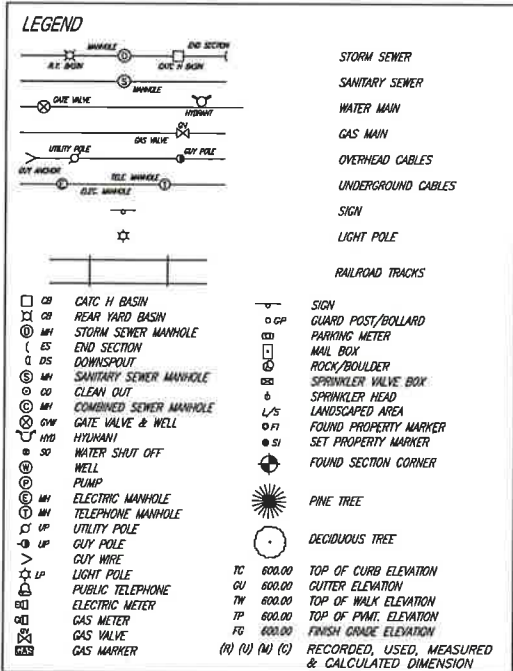


LEGEND:

- DEMO EXISTING
- DEMO EXISTING PLATFORM, WALL, AND RAILING
- EXISTING GRAVEL
- EXISTING BUILDING
- EXISTING ASPHALT
- PROPERTY LINE
- PUBLIC RIGHT-OF-WAY
- PARCEL LIMIT

KEY NOTES:

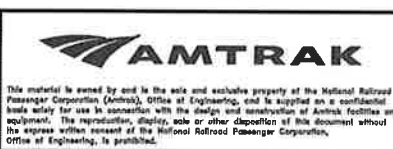
1. SAWCUT AND REMOVE EXISTING ASPHALT PLATFORM AND BLOCK RETAINING WALL WITH IRON FENCE. EXCAVATE FOR PROPOSED 8" ATR CONCRETE PLATFORM AND FOUNDATIONS.
2. DEMOLISH ASPHALT FOR ADA COMPLIANT CONCRETE PARKING PAD.
3. REMOVE & SALVAGE EXISTING PLASTIC SHED (WCLE). REMOVE EXISTING CONCRETE PAD AND FOUNDATION.
4. EXCAVATE FOR ADA COMPLIANT CONCRETE RAMP AND/OR WALKWAY.
5. REMOVE & SALVAGE EXISTING LIGHT POLE, FLAG POLE, MAP, SIGN.
6. SAWCUT PAVEMENT AND REMOVE EXISTING GRANITE CURB.
7. SAWCUT AND REMOVE EXISTING CONCRETE WALK.
8. REMOVE EXISTING STRIPING.
9. SAWCUT, REMOVE EXISTING ASPHALT.
10. EXCAVATE AND REMOVE SOIL TO ESTABLISH DRAINAGE AWAY FROM THE PLATFORM. DISPOSE OFFSITE.
11. EXCAVATE AS NECESSARY FOR NEW AMTRAK STANDARD SIGN FOOTING INSTALLATION.
12. REMOVE EXISTING PAYPHONE ENCLOSURE.
13. REMOVE AND SALVAGE EXISTING SIGN.



WORK ON VILLAGE PROPERTY, TYP.

FILE NAME: ADASP_ESX_C-101.DWG
PLOT SCALE:
STANDARD PLOT TABLE:

No.	Revisions	Date	By
1	Concept Submission	6/2/2017	MK
2	Interim Submission	9/8/2017	MK
3	100% Submission	11/3/2017	MK



Office of Chief Engineer
National Railroad Passenger Corporation
30th Street Station, Philadelphia, Pennsylvania 19104

Approved

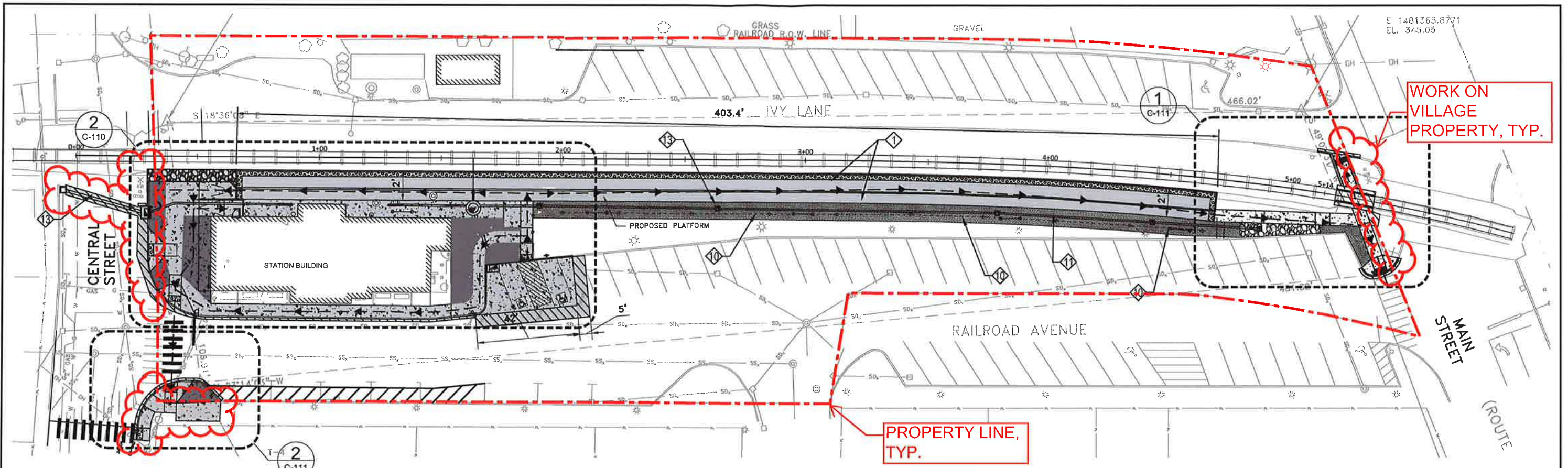


One Penn Plaza, Suite 600
New York, NY 10119
United States
P: 212-736-4444
F: 212-629-4249
www.URScorp.com

ESSEX JUNCTION - BURLINGTON (ESX) MT
ADA STATIONS
PROGRAM (ADASP)
CIVIL DEMOLITION PLAN

Project Code: 60533467
WBS: C.EN.100894.0024
Sheet No. OF
Dwg. No. **C-101**

Designed	MK	Drawn	MK	Checked	FW	Date
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CIVIL SITE PLAN

1" = 20'-0" 0 5' 10' 20' 40'



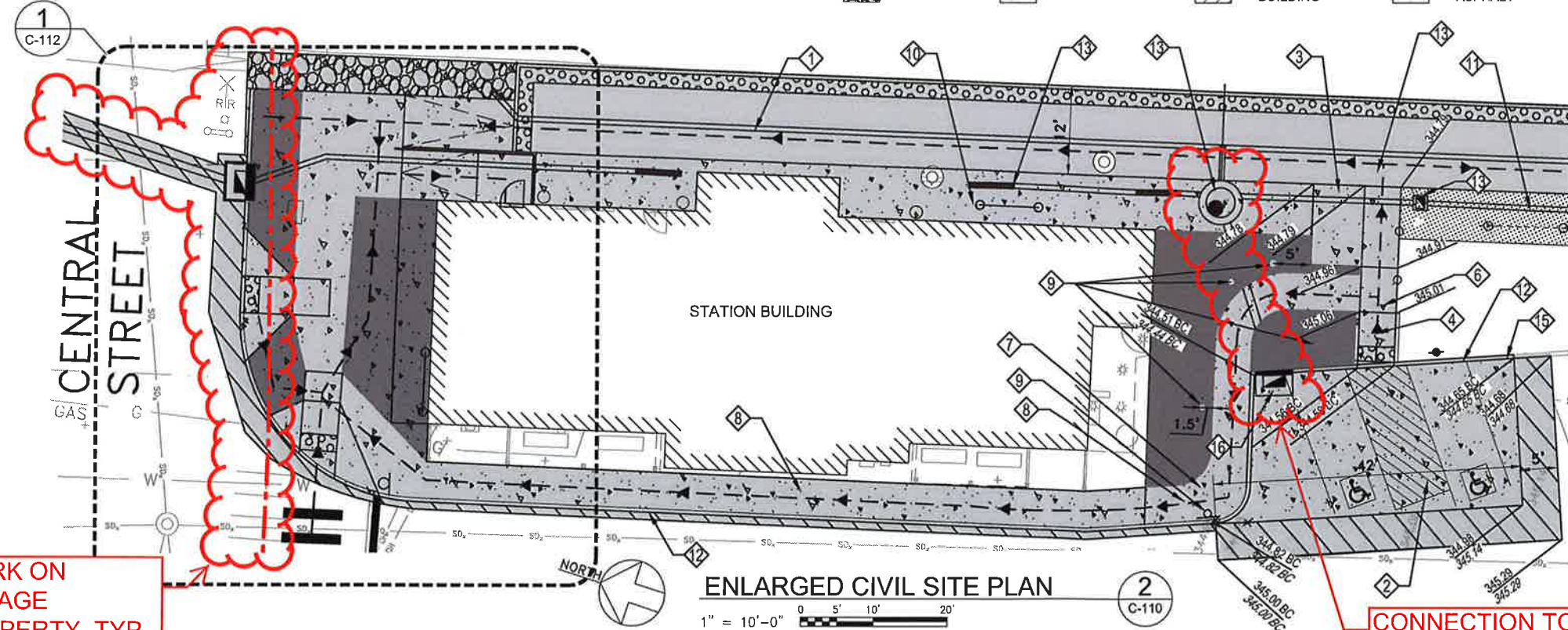
LEGEND:

- NEW CONCRETE
- NEW CONCRETE - RED
- NEW ASPHALT
- PROPOSED LANDSCAPE
- NEW BALLAST
- EXISTING CONCRETE
- EXISTING BUILDING
- EXISTING ASPHALT

- PROPOSED SLOPE
- ACCESSIBLE ROUTE
- PROPERTY LINE
- PUBLIC RIGHT-OF-WAY
- PARCEL LIMIT
- SPOT ELEVATION

KEY NOTES:

1. CONSTRUCT ADA COMPLIANT 8" A.T.R. CONCRETE PLATFORM WITH UNDERDRAIN. (12' WIDE, 400 LF). MAXIMUM SLOPE NOT TO EXCEED 1:60 (1.67%) IN ANY DIRECTION. SEE DETAIL 1 ON SHEET C-205 AND STRUCTURAL DRAWINGS.
2. CONSTRUCT CONCRETE PAD AND PAINT ADA COMPLIANT PARKING SPACE STRIPING. SEE DETAIL 1 ON SHEET C-201.
3. CONSTRUCT 7'X11' CONCRETE PAD FOR SALVAGED WCLE. SEE DETAIL X ON SHEET C-XXX.
4. CONSTRUCT ADA COMPLIANT CURB RAMP WITH CONCRETE CURB, LANDINGS AND WALKWAYS. MAX LONGITUDINAL SLOPE NOT TO EXCEED 1:12. SEE DETAIL 3 ON SHEET C-203.
5. CONSTRUCT CONCRETE SIDEWALK. SEE DETAIL 1 ON SHEET C-200. USE RED COLORED CONCRETE.
6. CONSTRUCT ADA COMPLIANT LANDING. MAXIMUM SLOPE NOT TO EXCEED 1:60 (1.67%) IN ANY DIRECTION.
7. CONSTRUCT CONCRETE SIDEWALK. SEE DETAIL 1 ON SHEET C-200.
8. CONSTRUCT ADA COMPLIANT 4" CONCRETE SIDEWALK. SEE DETAIL 1 ON SHEET C-200.
9. INSTALL / RESET SALVAGED LIGHT POLE, FLAG POLE, MAP, AND BUS SIGN.
10. INSTALL STATION IDENTIFIER SIGNS. SEE A-750 FOR DETAILS.
11. RESTORE GRADE, INSTALL 3" TOPSOIL AND SEED.
12. INSTALL 6" GRANITE CURB.
13. INSTALL STORM SEWER, TRENCH DRAINS, MANHOLES AND CATCH BASINS AS SHOWN. SEE SHEET C-700 AND DETAILS ON SHEET C-205 AND C-206.
14. RESET EXISTING STOP SIGN. PAINT 1' WHITE STOP BAR AND 8' WIDE, 16" WHITE STRIPING PEDESTRIAN CROSS WALK. SEE DETAIL 1 ON SHEET C-206.
15. INSTALL CB AND TIE INTO EXISTING STORM SEWER
16. ADJUST EXISTING CB GRATE ELEVATION
17. INSTALL BALLAST.
18. INSTALL ASPHALT.
19. ADJUST EXISTING JUNCTION BOX TO GRADE
20. PEDESTRIAN RAIL CROSSING TO BE INSTALLED BY OTHERS.
21. SPOT GRADES AND DIMENSIONS BETWEEN STATION BUILDING AND CENTRAL STREET PROPOSED WORK ARE SHOWN ON SHEET C-112 FOR CLARITY.



ENLARGED CIVIL SITE PLAN

1" = 10'-0" 0 5' 10' 20'



WORK ON VILLAGE PROPERTY, TYP.

CONNECTION TO VILLAGE STORM SEWER

Rev	Date	By
1	9/2/2017	MK
2	9/8/2017	MK
3	11/3/2017	MK



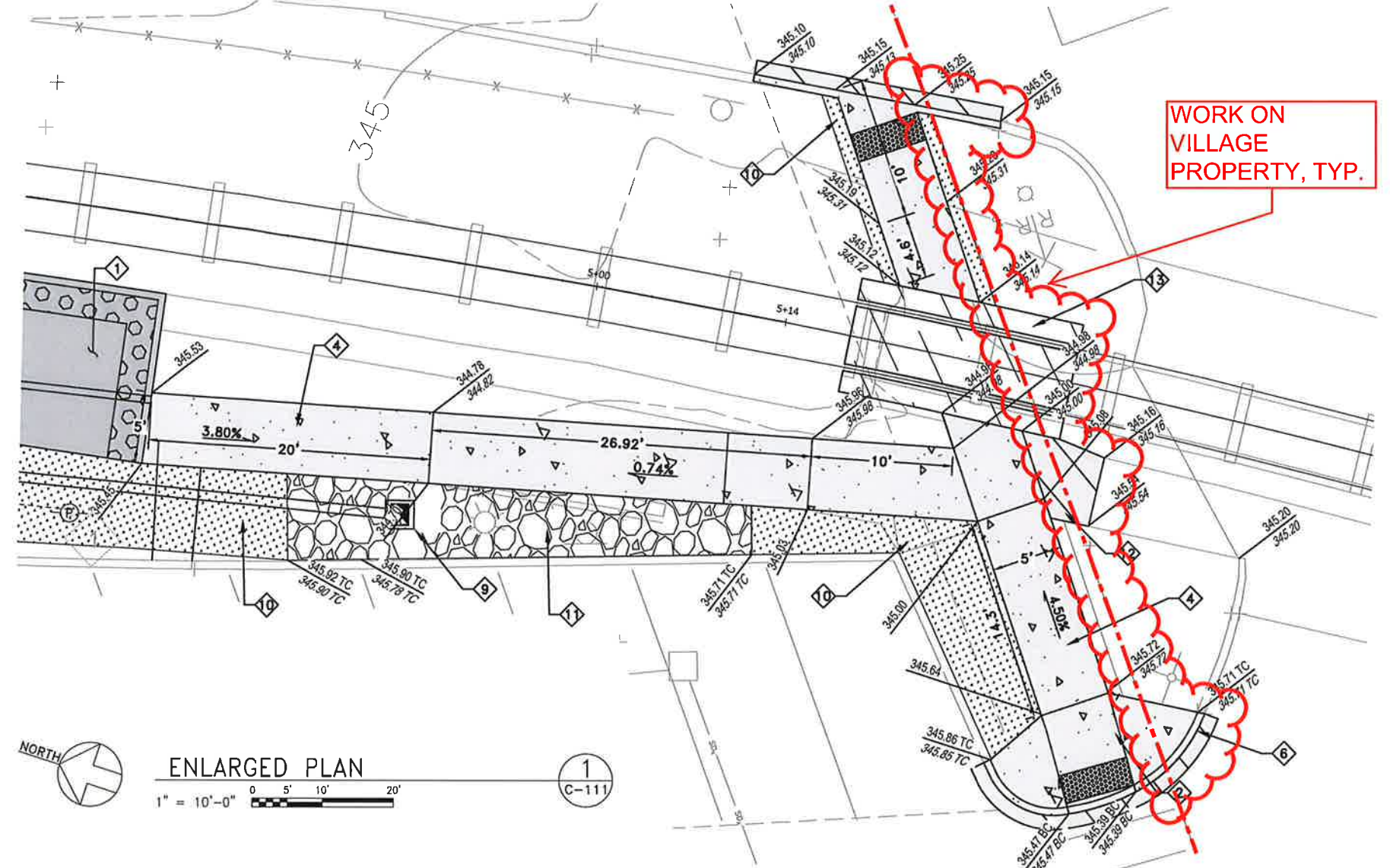
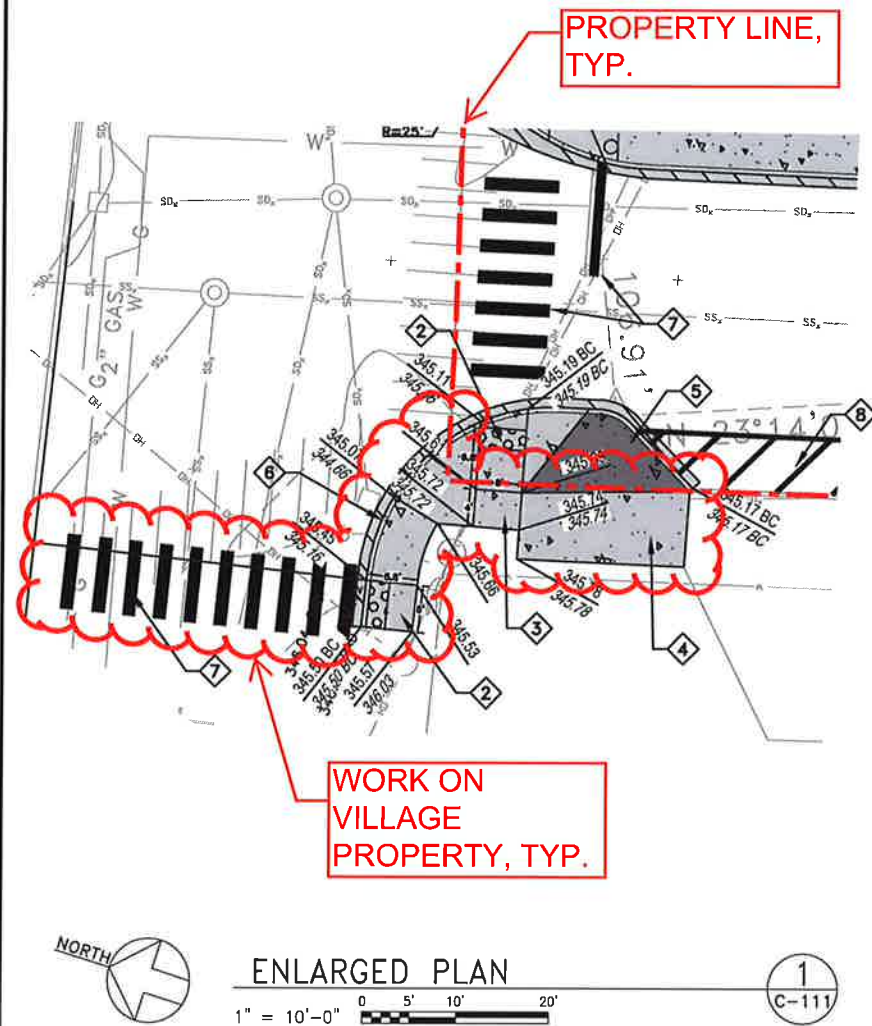
Office of Chief Engineer
National Railroad Passenger Corporation
30th Street Station, Philadelphia, Pennsylvania 19104

Approved	Date

One Penn Plaza, Suite 600
New York, NY 10119
United States
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F: 212-629-4249
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ESSEX JUNCTION - BURLINGTON (ESX)MT ADA STATIONS PROGRAM (ADASP)		Project Code: 60533487
CIVIL SITE PLAN		WBS: C.EN.100694.0624
Designed MK	Drawn MK	Checked FW
Date		

Sheet No. OF
Dwg. No. **C-110**



KEY NOTES:

1. CONSTRUCT ADA COMPLIANT 6" A.T.R. CONCRETE PLATFORM WITH UNDERDRAIN. (12' WIDE, 400 LF). MAXIMUM SLOPE NOT TO EXCEED 1:60 (1.67%) IN ANY DIRECTION. SEE DETAIL 1 ON SHEET C-205 AND STRUCTURAL DRAWINGS.
2. CONSTRUCT ADA COMPLIANT CURB RAMP WITH CONCRETE CURB, LANDINGS AND WALKWAYS. MAX LONGITUDINAL SLOPE NOT TO EXCEED 1:12. SEE DETAIL 3 ON SHEET C-203.
3. CONSTRUCT ADA COMPLIANT LANDING. MAXIMUM SLOPE NOT TO EXCEED 1:60 (1.67%) IN ANY DIRECTION..
4. CONSTRUCT ADA COMPLIANT 6" CONCRETE SIDEWALK. SEE DETAIL 1 ON SHEET C-200.
5. CONSTRUCT ADA COMPLIANT 6" CONCRETE SIDEWALK. SEE DETAIL 1 ON SHEET C-200. USE RED COLORED CONCRETE.
6. INSTALL 6" GRANITE CURB.
7. PAINT 1' WHITE STOP BAR AND 8' WIDE, 16" WHITE STRIPING PEDESTRIAN CROSS WALK.
8. PAINT STRIPING.
9. INSTALL STORM SEWER DRAINS, MANHOLES AND CATCH BASINS AS SHOWN. SEE SHEET C-700 AND DETAILS X AND X ON SHEET C-XXX.
10. RESTORE GRADE, INSTALL 3" TOPSOIL AND SEED.
11. INSTALL BALLAST.
12. INSTALL ASPHALT.
13. PEDESTRIAN RAIL CROSSING TO BE INSTALLED BY OTHERS.

LEGEND:

- NEW CONCRETE - RED
- NEW CONCRETE
- NEW BALLAST
- EXISTING CONCRETE
- NEW ASPHALT
- PROPOSED LANDSCAPE
- EXISTING BUILDING
- EXISTING ASPHALT

- PROPOSED SLOPE: LOW SIDE **2.00%** HIGH SIDE
- SPOT ELEVATION: PROP. ELEV. EXIST. ELEV.
- PROPERTY LINE: PL
- PUBLIC RIGHT-OF-WAY: P/R/W
- PARCEL LIMIT: PARCEL LIMIT

FILE NAME: ADASP_ESX_C-111.DWG
PLAT SCALE:
STANDARD FOR TABLE:

No.	Revisions	Date	By
1	Concept Submission	5/2/2017	MK
2	Interim Submission	9/8/2017	MK
3	100% Submission	11/3/2017	MK



Office of Chief Engineer

National Railroad Passenger Corporation
30th Street Station, Philadelphia, Pennsylvania 19104

Approved	Date



ESSEX JUNCTION - BURLINGTON (ESX)VT
ADA STATIONS
PROGRAM (ADASP)

CIVIL SITE PLAN

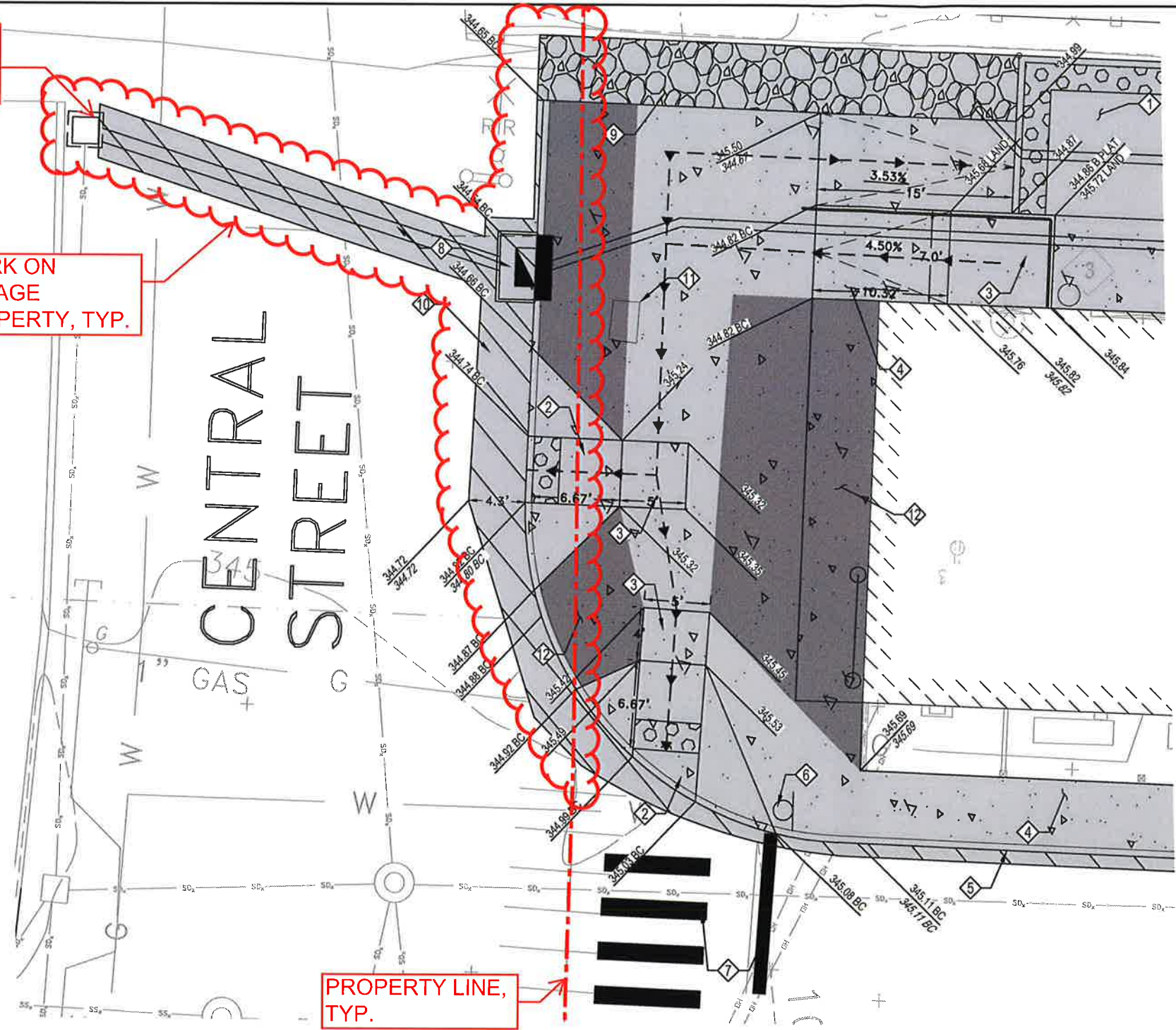
Designed MK Drawn MK Checked FW Date

Project Code: 60533487
WBS: C.EN.100694.0024
Sheet No. OF
C-111

CONNECTION TO VILLAGE STORM SEWER

WORK ON VILLAGE PROPERTY, TYP.

PROPERTY LINE, TYP.



KEY NOTES:

1. CONSTRUCT ADA COMPLIANT 8" A.T.R. CONCRETE PLATFORM WITH UNDERDRAIN. (12' WIDE, 400 LF). MAXIMUM SLOPE NOT TO EXCEED 1:60 (1.67%) IN ANY DIRECTION. SEE DETAIL 1 ON SHEET C-205 AND STRUCTURAL DRAWINGS.
2. CONSTRUCT ADA COMPLIANT CURB RAMP WITH CONCRETE CURB, LANDINGS AND WALKWAYS. MAX LONGITUDINAL SLOPE NOT TO EXCEED 1:12. SEE DETAIL 3 ON SHEET C-203.
3. CONSTRUCT ADA COMPLIANT LANDING. MAXIMUM SLOPE NOT TO EXCEED 1:60 (1.67%) IN ANY DIRECTION.
4. CONSTRUCT ADA COMPLIANT 6" CONCRETE SIDEWALK. SEE DETAIL 1 ON SHEET C-200.
5. INSTALL 6" GRANITE CURB.
6. RESET EXISTING STOP SIGN, 1' FROM BACK OF CURB.
7. PAINT 1' WHITE STOP BAR AND 8' WIDE, 16" WHITE STRIPING PEDESTRIAN CROSS WALK.
8. INSTALL CATCH BASIN AND STORM SEWER, TIE INTO EXISTING CATCH BASIN. SEE SHEET C-700 AND DETAILS ON SHEET C-205 AND C-206.
9. INSTALL BALLAST.
10. INSTALL ASPHALT.
11. ADJUST EXISTING JUNCTION BOX TO GRADE.
12. CONSTRUCT ADA COMPLIANT 6" CONCRETE SIDEWALK. SEE DETAIL 1 ON SHEET C-200. USE RED COLORED CONCRETE.



ENLARGED PLAN
1" = 10'-0"

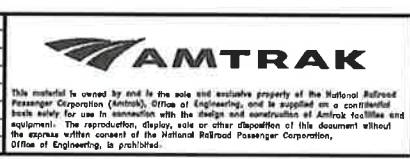
1
C-112

LEGEND:

- NEW CONCRETE
- NEW ASPHALT
- PROPOSED LANDSCAPE
- PROPOSED SLOPE
- NEW CONCRETE - RED
- EXISTING BUILDING
- EXISTING ASPHALT
- PROPOSED SLOPE 2.00%
- NEW BALLAST
- EXISTING CONCRETE
- ACCESSIBLE ROUTE
- PROPERTY LINE
- PUBLIC RIGHT-OF-WAY
- PARCEL LIMIT
- SPOT ELEVATION

FILE NAME: ADASP_ESX_C-112.DWG
PLOT SCALE: STANDARD PEN TABLE

No.	Revisions	Date	By
1	Concept Submission	6/2/2017	MK
2	Interim Submission	9/8/2017	MK
3	100% Submission	11/3/2017	MK



Office of Chief Engineer
National Railroad Passenger Corporation
30th Street Station, Philadelphia, Pennsylvania 19104

Approved	Date

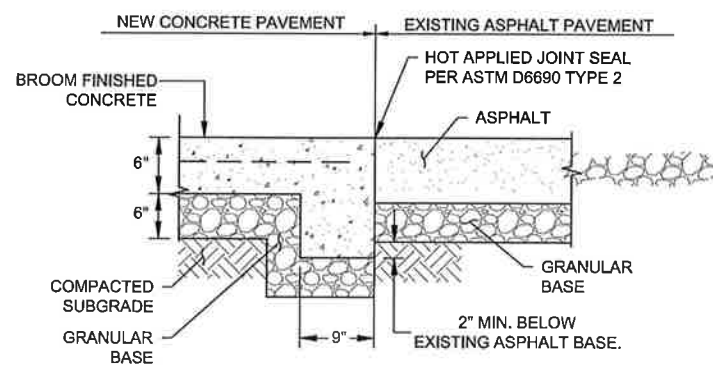


ESSEX JUNCTION - BURLINGTON (ESX)VT
ADA STATIONS PROGRAM (ADASP)
CIVIL SITE PLAN

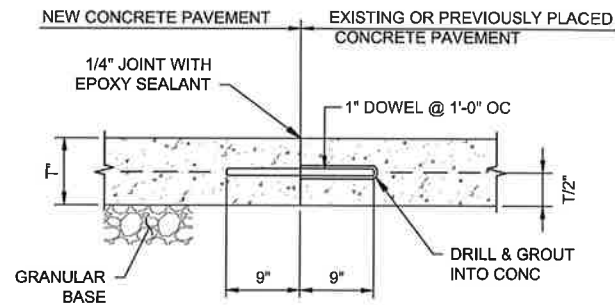
Project Code	60533487
WBS:	C.EN.100694.0624
Sheet No.	OF
Dwg. No.	C-112

Designed	MK	Drawn	MK	Checked	FW	Date
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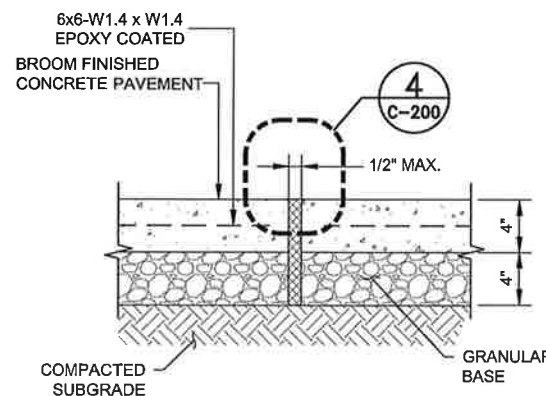
- NOTES:
1. DOWELED JOINT SHALL BE CONSTRUCTED AT A MAXIMUM OF 15' SPACING.
 2. INSTALL EPOXY COATED PCC DOWELING, 1" DIAMETER AND 18" LENGTH, AT 12" SPACING (MAX.) AND T/2 DEPTH.



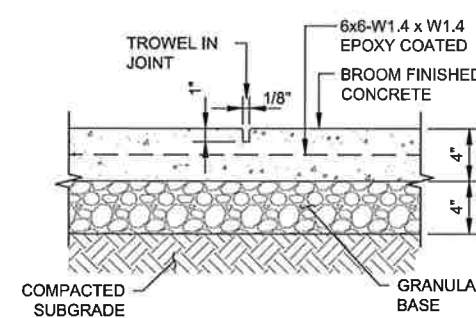
7 PAVEMENT CONNECTION DETAIL
C-200 N.T.S.



5 CONCRETE PAVEMENT DOWELED JOINT DETAIL
C-200 N.T.S.



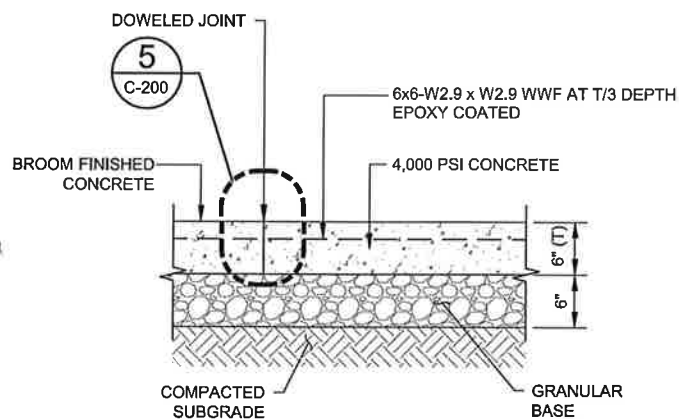
3 EXPANSION JOINT DETAIL
C-200 N.T.S.



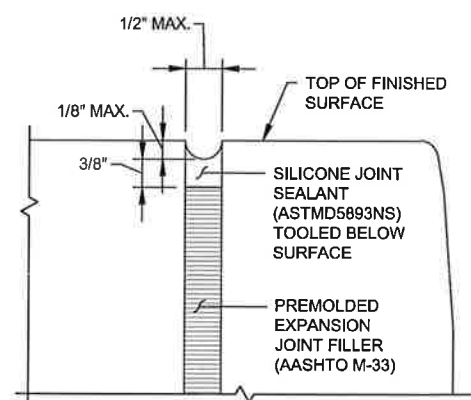
2 CONTROL JOINT DETAIL
C-200 N.T.S.

- NOTES:
1. SUBGRADE SHALL BE COMPACTED TO 98% OF THE MAXIMUM DENSITY AND +/- 2% OF THE OPTIMUM MOISTURE CONTENT BASED ON STANDARD PROCTOR TEST.

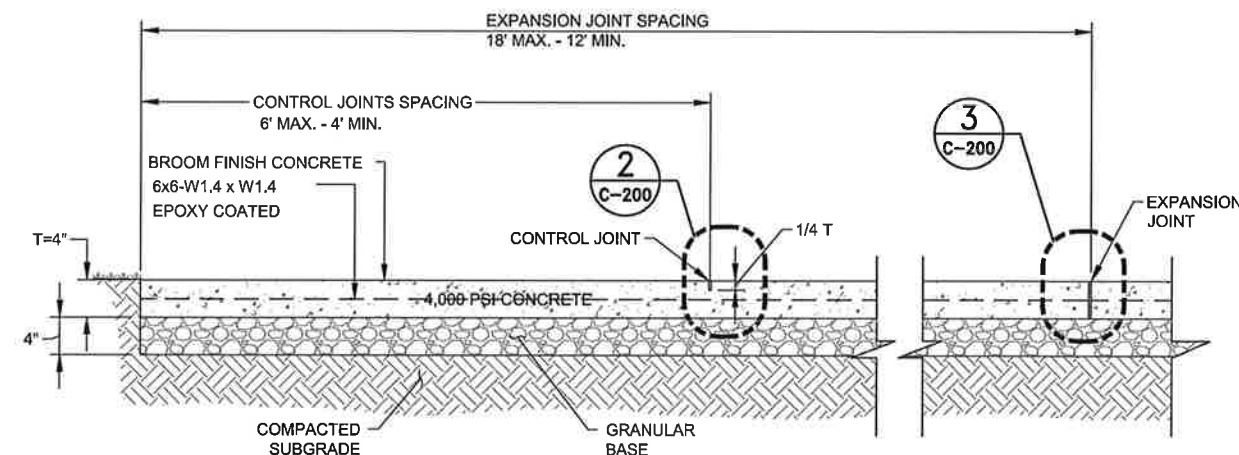
- NOTES:
1. SIDEWALK SHALL MATCH EXISTING FINISH AND PATTERN AS CLOSELY AS PRACTICAL. EXPANSION JOINT SPACING IS PROVIDED.
 2. EXPANSION JOINTS IN SIDEWALKS SHALL CONTINUE THROUGH FACE OF CURB TO 1" MIN. BELOW GRADE.
 3. PICTURE-FRAMING OF JOINT TOOL SHALL BE REMOVED DURING BROOM FINISHING.
 4. EXPANSION JOINTS SHALL BE INSTALLED WHERE PROPOSED SIDEWALKS MEET EXISTING WALKS.
 5. GRANULAR BASE SHALL CONFORM TO LOCAL D.O.T. REQUIREMENTS OR AT MINIMUM ASTM D2940 FOR DENSE GRADED AGGREGATE BASE MATERIALS AND SHALL BE COMPACTED TO 95% OF MAXIMUM DENSITY AND +/- 2% OF THE OPTIMUM MOISTURE CONTENT BASED ON STANDARD PROCTOR TEST.
 6. SUBGRADE SHALL BE COMPACTED TO 95% OF MAXIMUM DENSITY AND +/- 2% OF THE OPTIMUM MOISTURE CONTENT BASED ON STANDARD PROCTOR TEST.



6 CONCRETE PAVEMENT DETAIL
C-200 N.T.S.



4 EXPANSION JOINT DETAIL
C-200 N.T.S.



1 CONCRETE SIDEWALK DETAILS
C-200 N.T.S.

FILE NAME: ADASP_ESX_C-200 DETAILS.DWG
PLOT SCALE:
STANDARD PER TABLE:

No.	Revisions	Date	By
1	Concept Submission	8/2/2017	MK
2	Interim Submission	9/8/2017	MK
3	100% Submission	11/3/2017	MK



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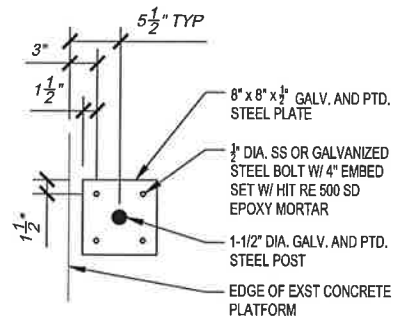
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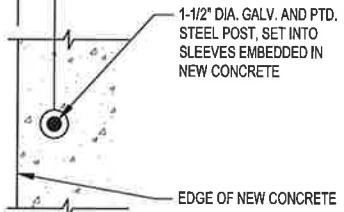
ESSEX JUNCTION (ESX)
ADA STATIONS
PROGRAM (ADASP)
CIVIL DETAILS
Designed MK Drawn MK Checked FW Date 8/31/2017

VT
Project Code: 60533487
WBS: C.EN.100694.0624
Sheet No. OF
Dwg. No. C-200

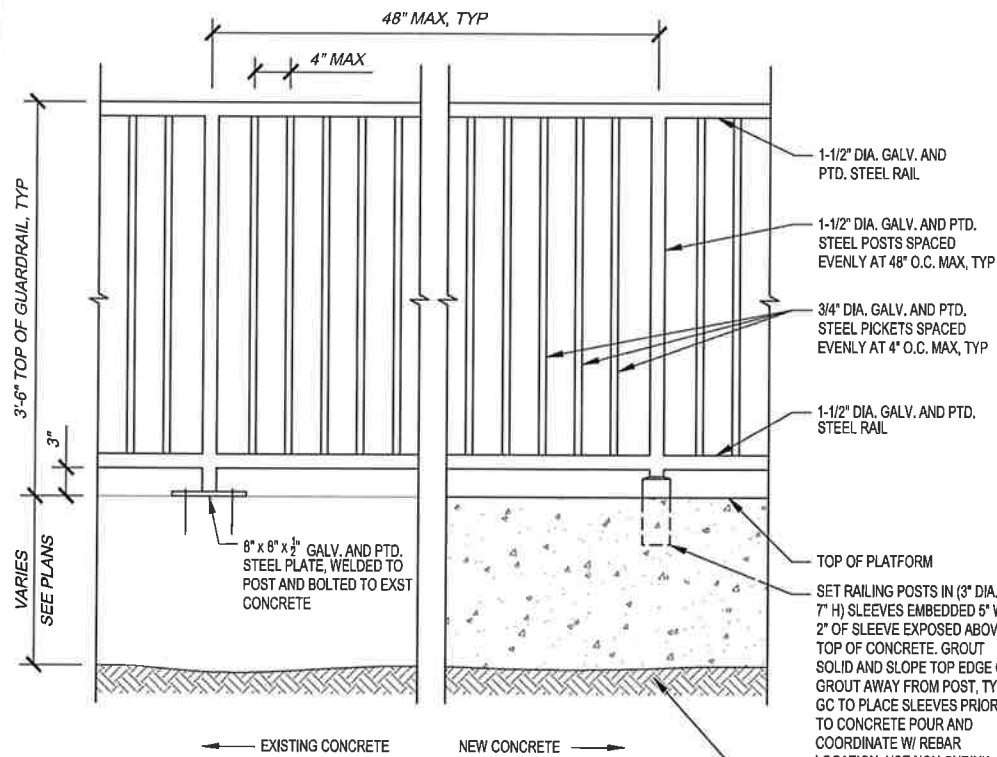


RAIL MOUNTING AT EXISTING CONCRETE

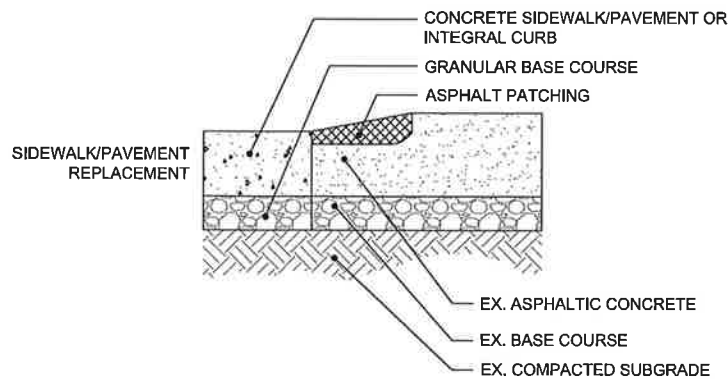
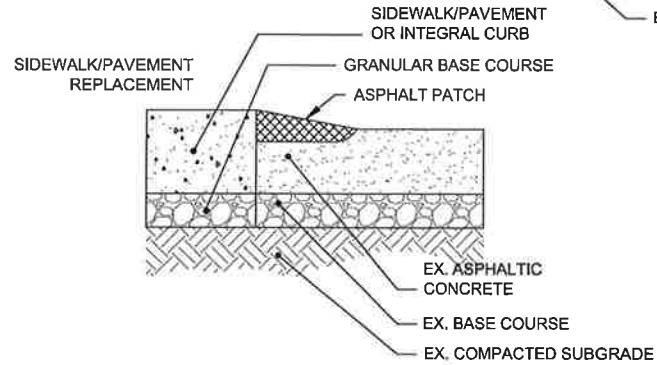
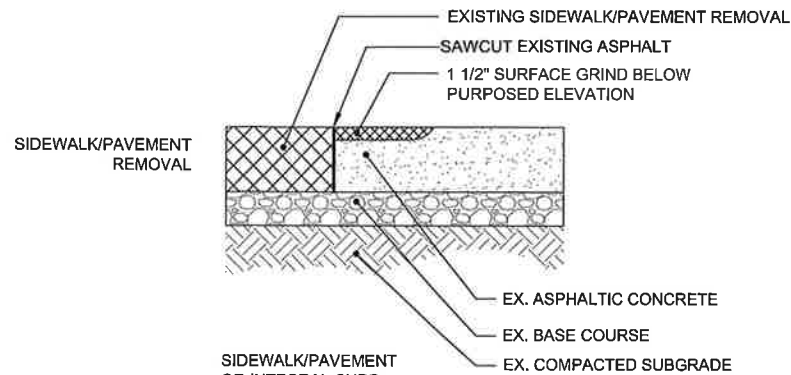
VARIES, SEE PLANS



RAIL MOUNTING AT NEW CONCRETE



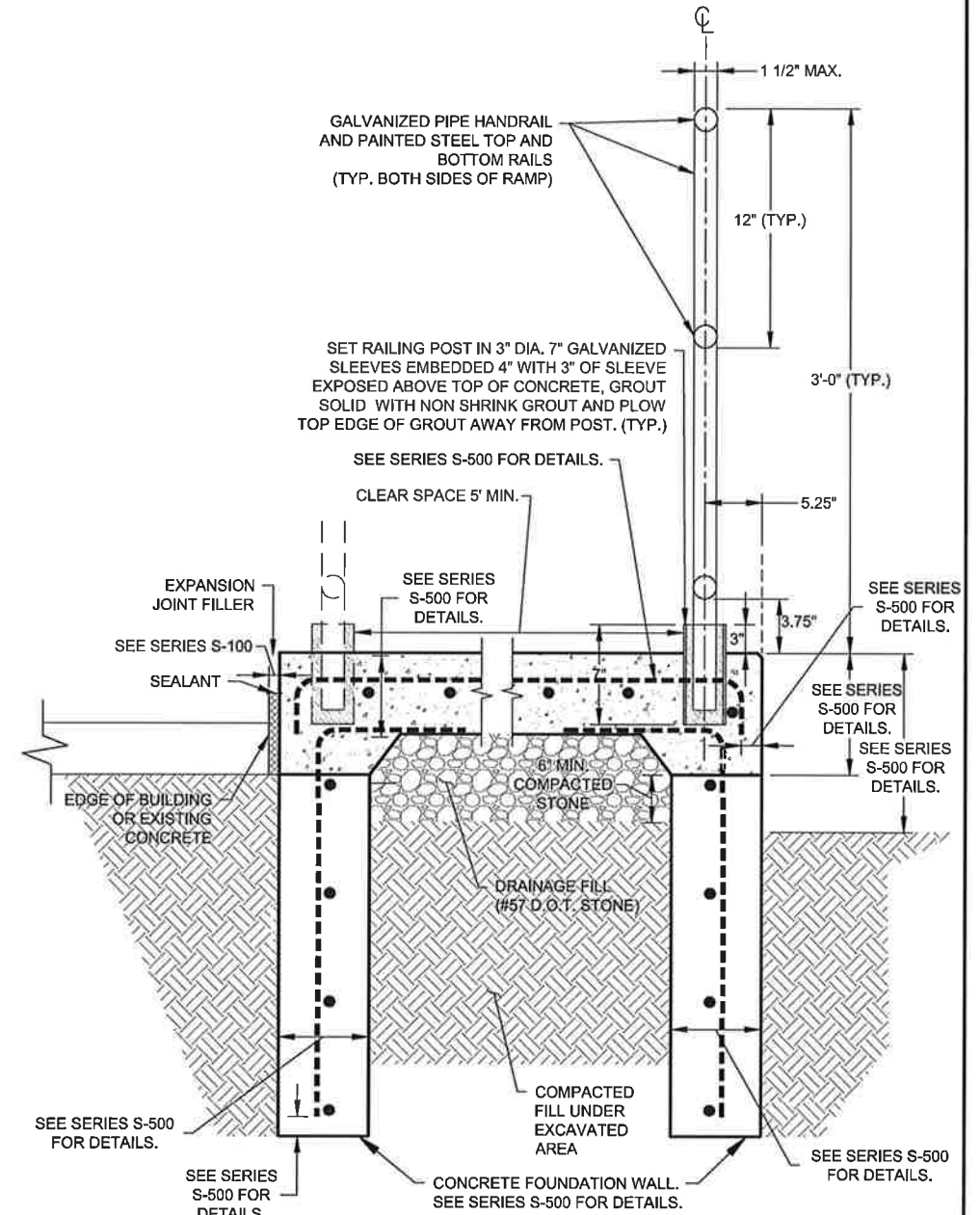
3 GUARD RAIL DETAIL
C-202 N.T.S.



NOTES:

1. ASPHALT SIDEWALK/PAVEMENT REPAIR DETAIL TO BE USED AS NECESSARY WHERE EXISTING ASPHALT IS DAMAGED OR REQUIRES GRADE CHANGE TO MEET FLUSH WITH PROPOSED NEW ADA COMPLIANT CONCRETE SIDEWALK/PAVEMENT.
2. SAWCUT AND REMOVE EXISTING ASPHALT AND GRIND SURFACE OF ASPHALT TO REMAIN. INSTALL TEMPORARY CONCRETE FORM WITHIN SURFACE OF GROUND CONCRETE.
3. AFTER CONCRETE HAS CURED REMOVE TEMPORARY CONCRETE FORM AND PATCH EXISTING ASPHALT TO REMAIN. INSTALL INTEGRAL CURB WHERE APPLICABLE.

2 PAVEMENT TRANSITION DETAIL
C-202 N.T.S.



1 HANDRAIL DETAIL
C-202 N.T.S.

FILE NAME: ADASP_ESX_C-200 DETAILS.DWG
PLOT SCALE:
STANDARD PER TABLE

No.	Revisions	Date	By
1	Concept Submission	8/2/2017	MK
2	Interim Submission	9/8/2017	MK



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National Railroad Passenger Corporation
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Approved	Date

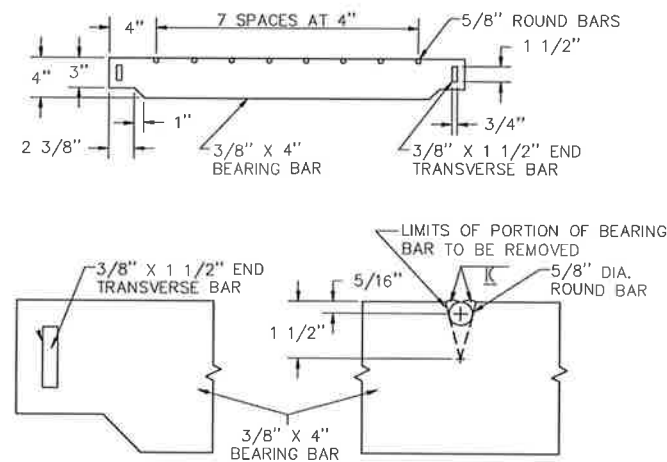


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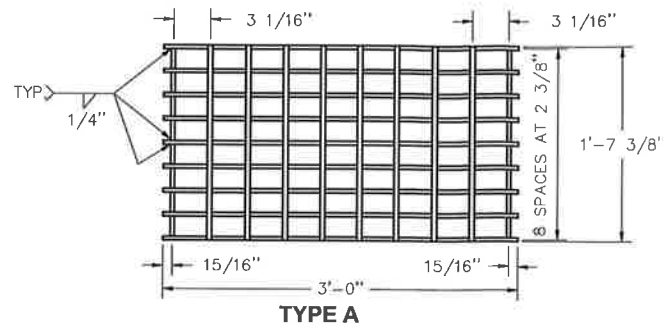
ESSEX JUNCTION (ESX)
ADA STATIONS
PROGRAM (ADASP)
CIVIL DETAILS

Designed MK	Drawn MK	Checked FW	Date 8/31/2017
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Project Code: 60533487	WBS: C.EN.100694.0624
Sheet No. OF	Dwg. No. C-202



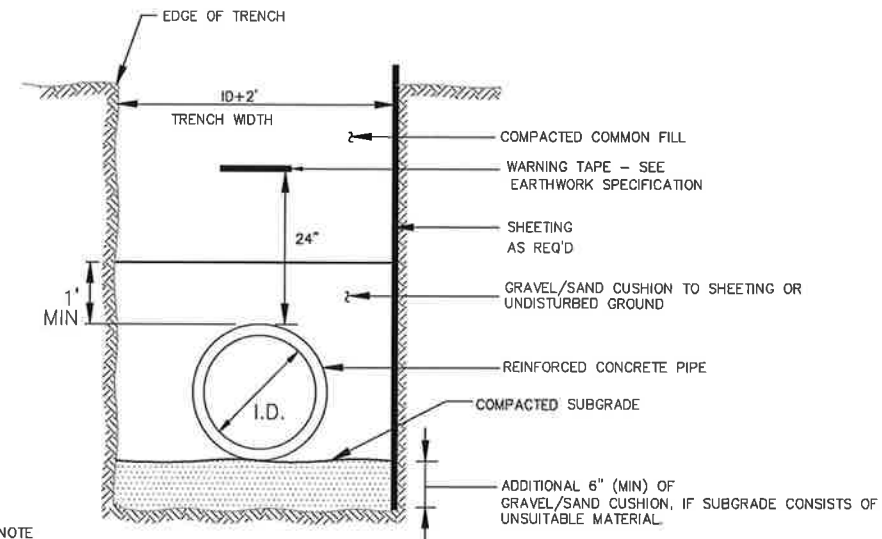
4 FRAME AND GRATE
C-205 N.T.S.



TYPE A

NOTES:

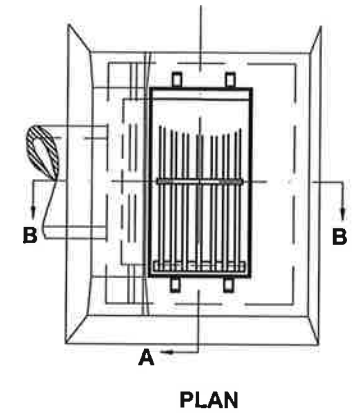
1. STEEL FRAMES AND GRATES SHALL BE GALVANIZED.
2. ALL BARS SHALL BE WELDED AT ALL INTERSECTIONS.
3. ALL METAL UNITS SUBJECT TO MANUFACTURING TOLERANCES.
4. ONLY LOW HYDROGEN ELECTRODES SHALL BE USED.
5. DIMENSIONAL TOLERANCES MAY BE $\pm 1/16"$.



NOTE

1. COMPACT BACKFILL TO AT LEAST 95% OF MAXIMUM DENSITY PER ASTM D-1557

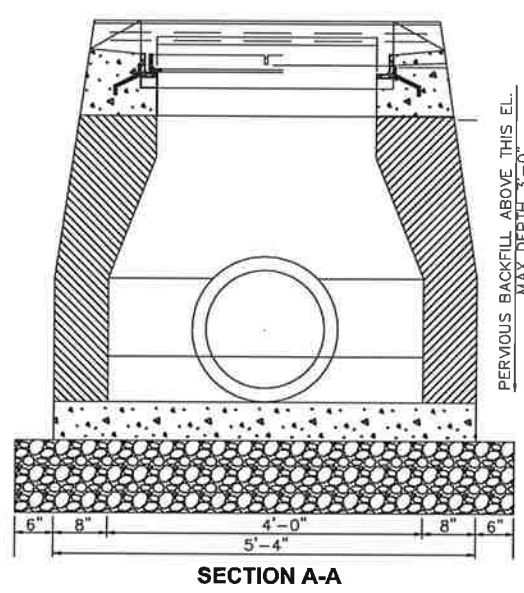
2 STORM SEWER TRENCH SECTION
C-205 N.T.S.



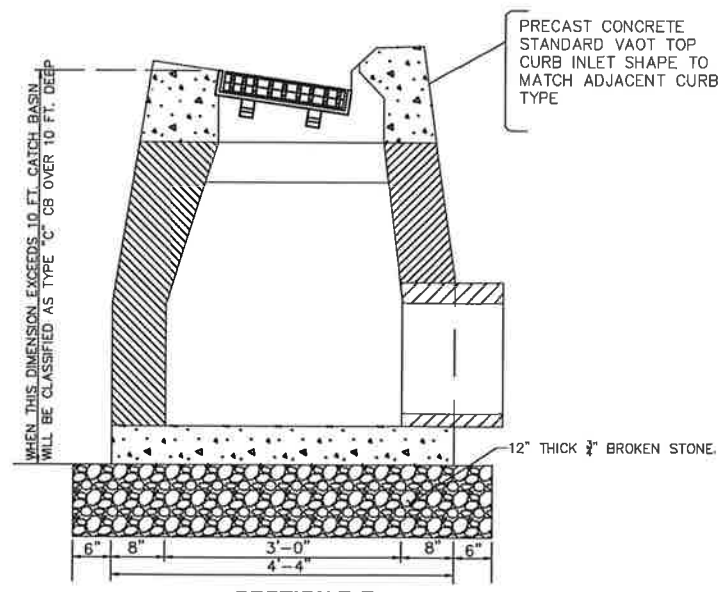
PLAN

NOTES:

1. PRECAST CONCRETE UNITS SHALL CONFORM TO VAOT STANDARDS.
2. INSTALL CATCH BASIN ON 12" THICK, 3/4" BROKEN STONE.

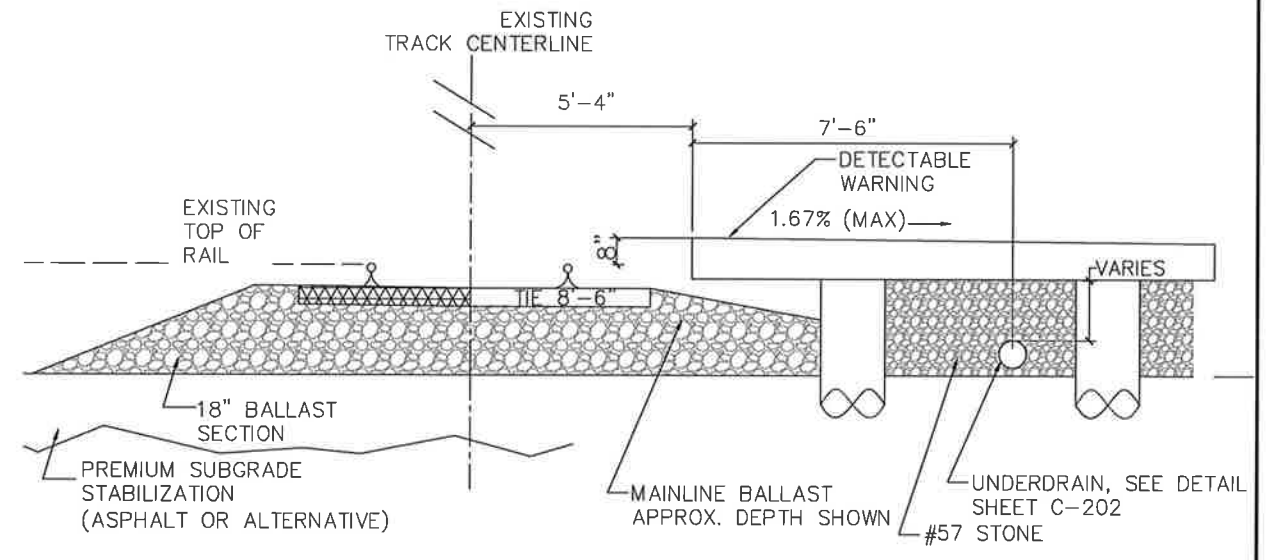


SECTION A-A



SECTION B-B

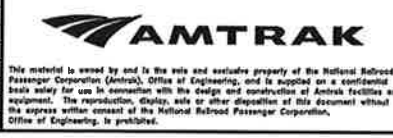
3 TYPE "C" CATCH BASIN
C-205 N.T.S.



1 PLATFORM UNDERDRAIN EXHIBIT
C-205 N.T.S.

FILE NAME: ADASP_ESX_C-200 DETAILS.DWG
PLOT SCALE: STANDARD PLOT SCALE

No.	Revisions	Date	By
1	Concept Submission	8/2/2017	MK
2	Interim Submission	9/6/2017	MK
3	100% Submission	11/3/2017	MK



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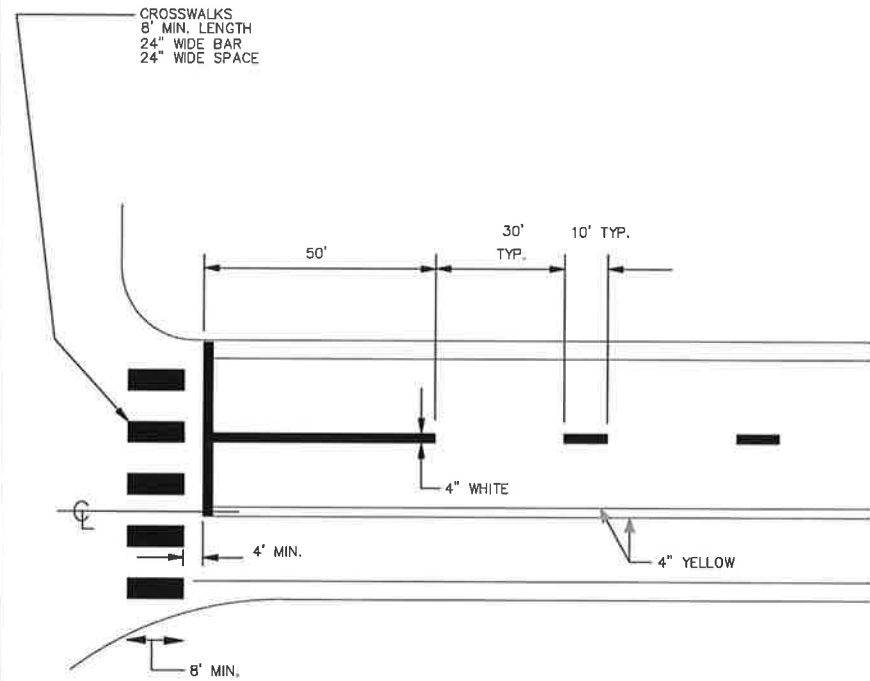


ESSEX JUNCTION - BURLINGTON (ESX)VT ADA STATIONS PROGRAM (ADASP)

CIVIL DETAILS

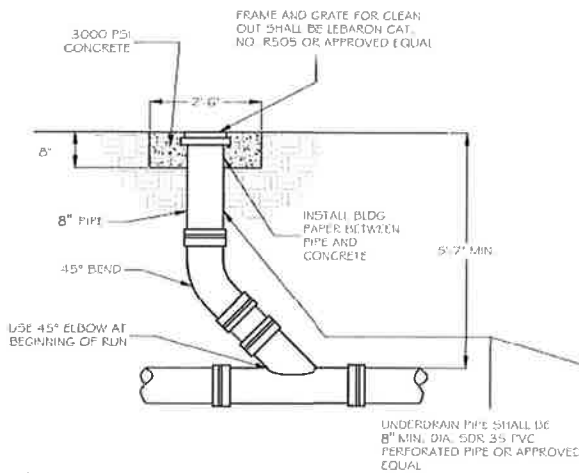
Designed MK Drawn MK Checked FW Date 8/31/2017

Project Code:	60533487
WBS:	C.EN.100694.0024
Sheet No.	OF
Dwg. No.	C-205



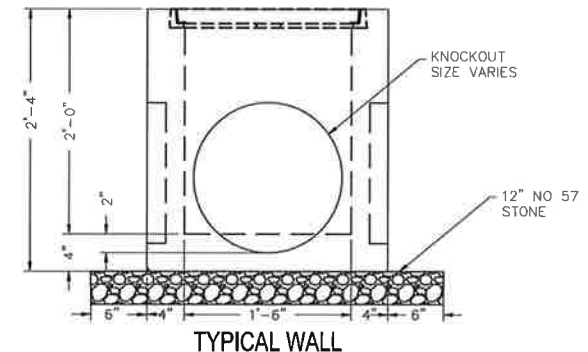
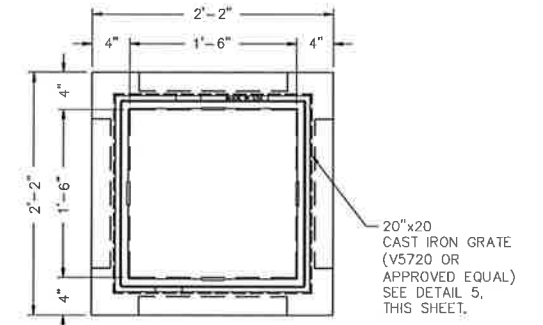
6 CROSS WALK AND STOP BAR DETAIL
C-206 N.T.S.

- NOTES:**
STOP BARS AND YIELD LINES
1. STOP BARS AND YIELD LINES SHALL BE WHITE.
 2. STOP BARS SHALL BE 12" MIN. UNLESS OTHERWISE NOTED ON PLANS.
 3. STOP BARS TO BE MARKED A MINIMUM OF 4' IN ADVANCE OF THE NEAREST EDGE OF CROSSWALK AND SHOULD BE PLACED 90° TO THE CENTERLINE OF THE ROADWAY.
 4. IN THE ABSENCE OF A MARKED CROSSWALK THE STOP BAR SHOULD BE PLACED 90° TO THE CENTERLINE OF THE ROADWAY, AT THE DESIRED STOPPING POINT AT LEAST 5' AND NO MORE THAN 30' FROM THE NEAREST EDGE OF THE INTERSECTING ROADWAY.
 5. THE STOP BAR SHOULD BE PLACED IN LINE WITH THE STOP SIGN. HOWEVER, IF THE STOP SIGN CANNOT BE LOCATED EXACTLY WHERE VEHICLES ARE EXPECTED TO STOP, THE STOP BAR SHOULD BE PLACED AT THE STOPPING POINT.
- CROSSWALKS**
1. CROSSWALK MARKINGS SHALL BE WHITE.
 2. BARS SHOULD BE NO CLOSER THAN 1' FROM CURB LINE/EDGE OF ROAD.
 3. ONLY FULL LENGTH BARS ARE TO BE INSTALLED.
 4. 24" WIDE SPACE TO BE CENTERED ON YELLOW CENTERLINE.

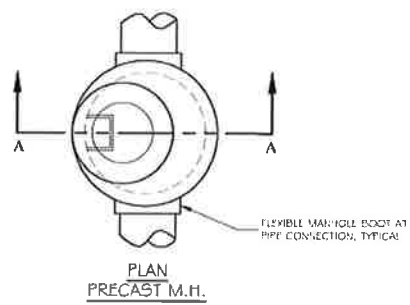


4 UNDERDRAIN CLEAN OUT
C-206 N.T.S.

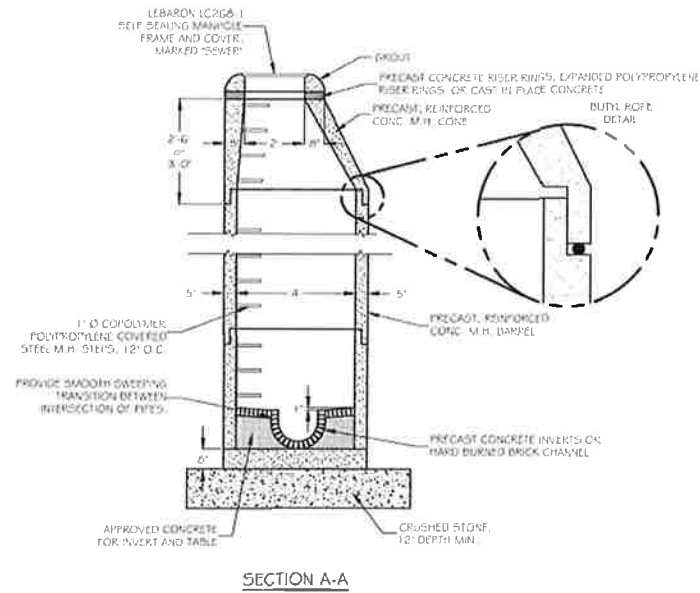
- GENERAL NOTES**
1. GRADE FOR UNDERDRAIN SHALL BE PARALLEL WITH THE ROAD GRADE UNLESS OTHERWISE APPROVED BY THE VILLAGE MINIMUM GRADE IS EQUAL TO 0.005FT/FT.
 2. CLEAN OUTS SHALL BE LOCATED AT THE BEGINNING OF EACH RUN OF UNDERDRAIN. THE MAXIMUM DISTANCE BETWEEN CLEAN OUTS SHALL BE 500'.
 3. UNDERDRAINS SHALL OUTLET INTO STORM CATCH BASINS OR AT OTHER SUITABLE FREE OUTLET. THE CROWN OF THE UNDERDRAIN PIPE ENTERING A CATCH BASIN SHALL NOT BE LOWER THAN THE CROWN OF THE OUTLET PIPE.



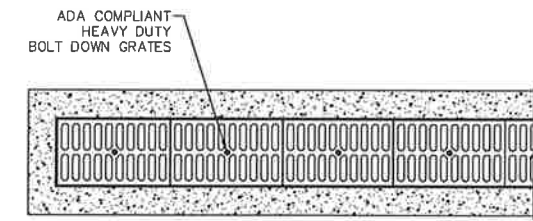
3 AREA DRAIN
C-206 N.T.S.



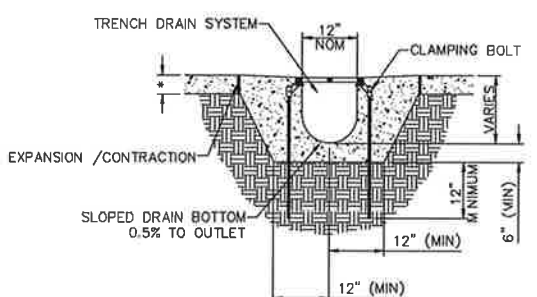
5 STORM SEWER MANHOLE
C-206 N.T.S.



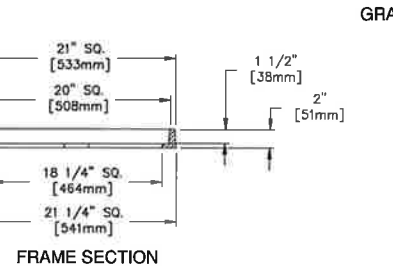
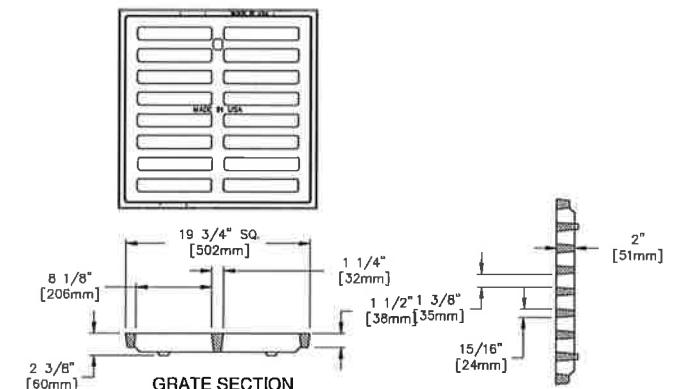
- SECTION A-A**
1. PRECAST MANHOLE SECTIONS BUILT TO A.S.T.M. SPEC C472-72 WITH "O" RING JOINT.
 2. STEEL REINFORCED TO A.S.T.M. SPECS.
 3. 5,000 PSI CONCRETE
 4. MONOLITHIC (15" Ø) BASE SECTION
 5. MANHOLE STEPS SHALL BE COPOLYMER POLYPROPYLENE COVERED STEEL



2 TRENCH DRAIN DETAIL
C-206 N.T.S.



NOTE: LENGTH OF TRENCH DRAIN IS INDICATED ON PLANS (MIN 6')



1 AREA DRAIN FRAME AND GRATE
C-206 N.T.S.

FILE NAME: ADASP_ESX_C-200_DETAILS.DWG
PLOT SCALE:
STANDARD FOR TABLE

No.	Revisions	Date	By
1	Concept Submission	8/2/2017	MK
2	Interim Submission	9/8/2017	MK
3	100% Submission	11/3/2017	MK



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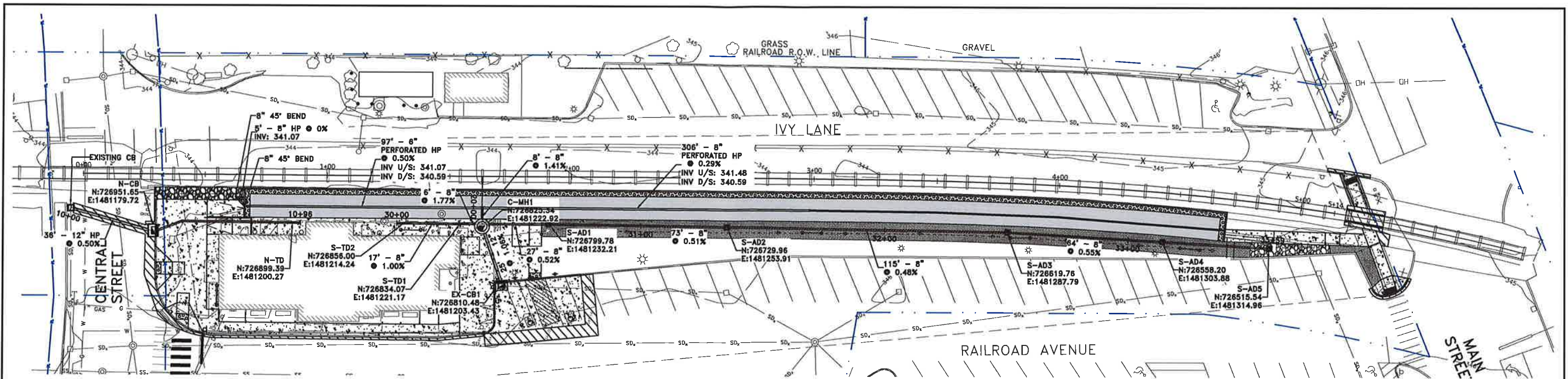
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ADA STATIONS PROGRAM (ADASP)
CIVIL DETAILS
Designed MK Drawn MK Checked FW Date 8/31/2017

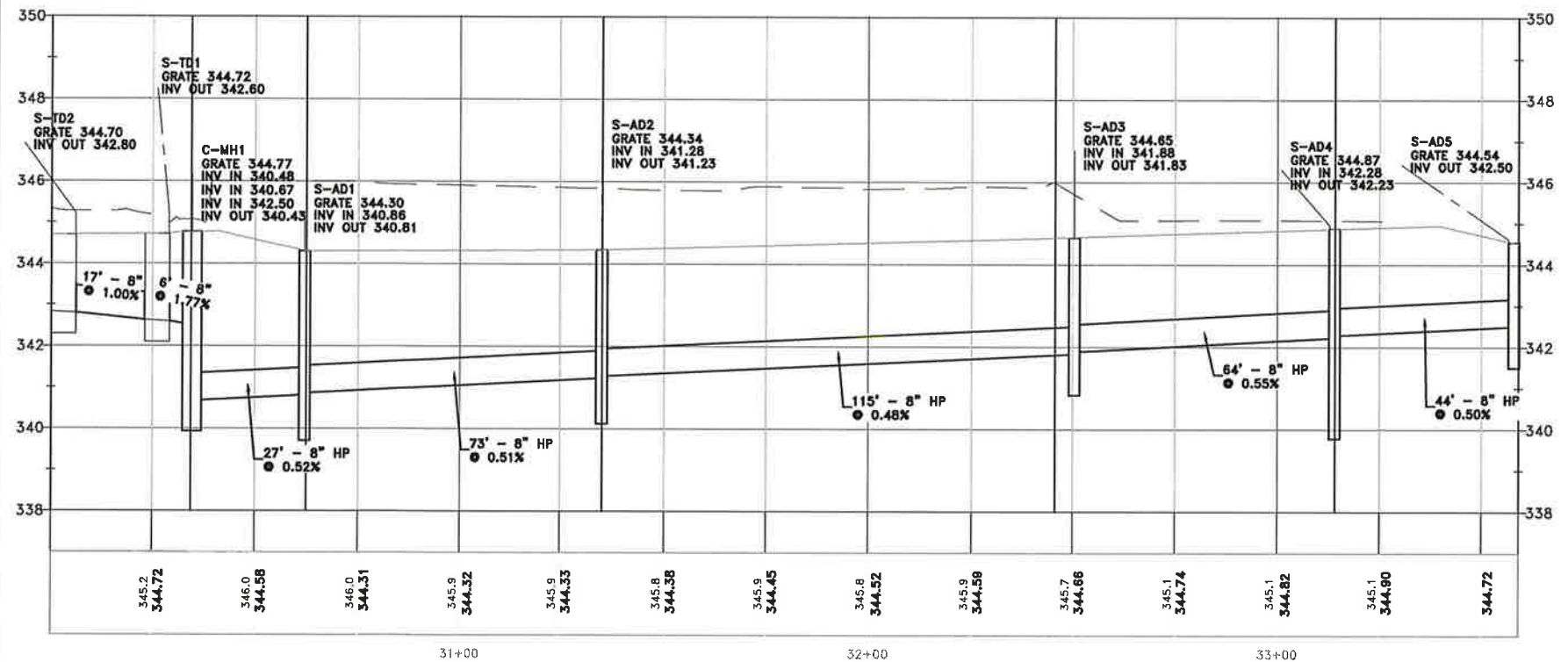
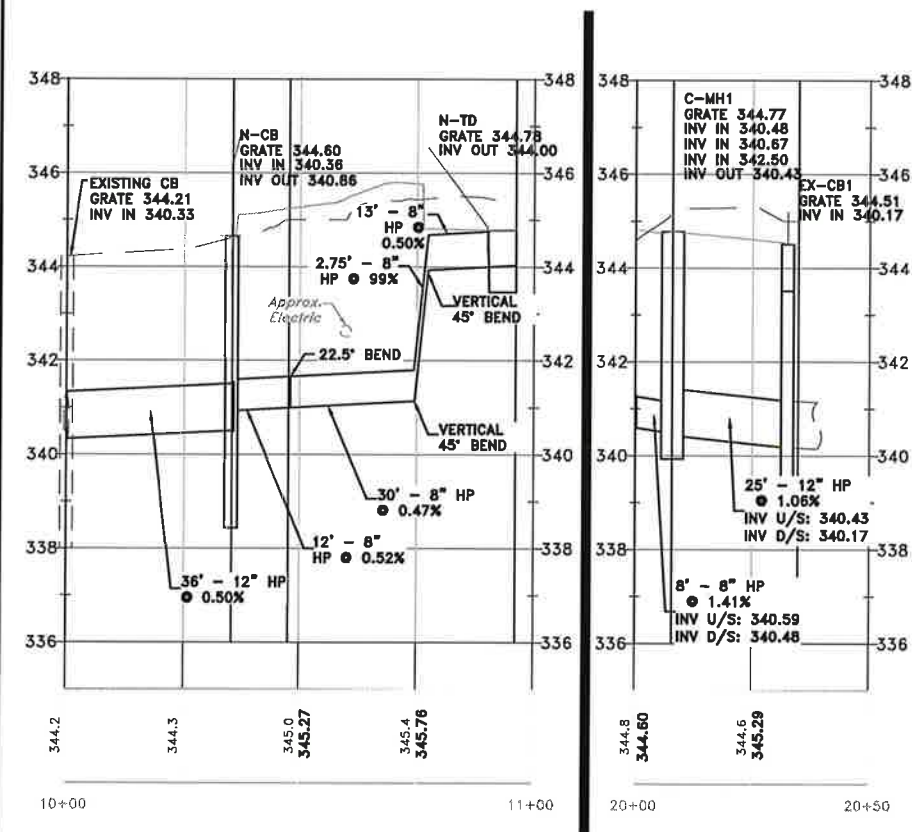
Project Code: 60533487
WBS: C.EN.100694.0624
Sheet No. OF
C-206



PROPOSED STORM SEWER PLAN

1" = 20'-0" 0 5' 10' 20' 40'

1
C-700



PROPOSED STORM SEWER PROFILE

HORIZONTAL 1" = 20'-0" 0 5' 10' 20' 40'

VERTICAL 1" = 2'-0" 0 1' 2' 4'

2
C-700

FILE NAME: ADASFP_ESX_C-700.DWG

No.	Revisions	Date	By
1	Concept Submission	5/2/2017	MK
2	Interim Submission	9/8/2017	MK
3	100% Submission	11/3/2017	MK



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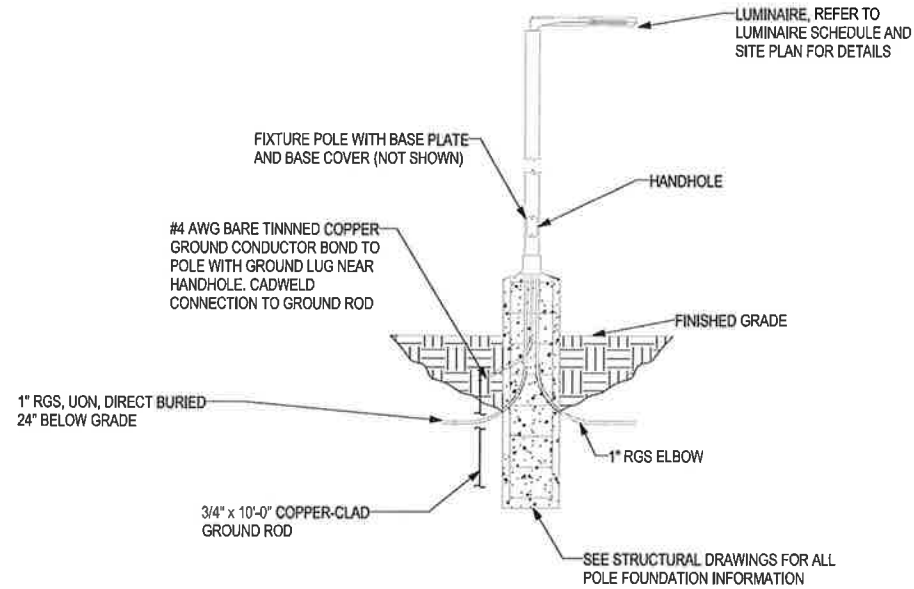
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ADA STATIONS
PROGRAM (ADASP)
STORM SEWER PLAN & PROFILE

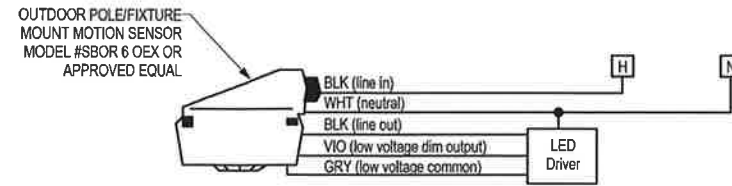
Project Code:	60533487
WBS:	C.EN.100694.0024
Sheet No.:	OF
Dwg. No.:	C-700

Designed	Drawn	Checked	Date
MK	MK	FW	

LIGHTING FIXTURE SCHEDULE								
TYPE	LAMP TYPE	WATTS	VOLTS	DESCRIPTION	CATALOG NUMBERS	COLOR TEMP. °K	MANUFACTURERS	NOTES/ALTERNATES
A	LED	48W	120	POLE MOUNTED LED LIGHTING FIXTURE WITH 0-10V DIMMING FOR CONNECTION TO A CONTROL SYSTEM.	ATB-20BLEDE70-MVOLT-R4-DM-UMR-GALV POLE - DB1-4R14-226-BLK	3000K	HOLOPHANE OR APPROVED EQUAL	POLE MOUNTED ON 14'-0" POLE

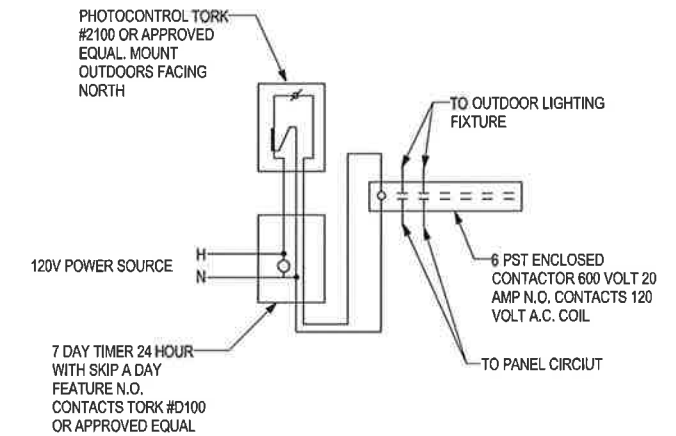


LIGHT POLE DETAIL

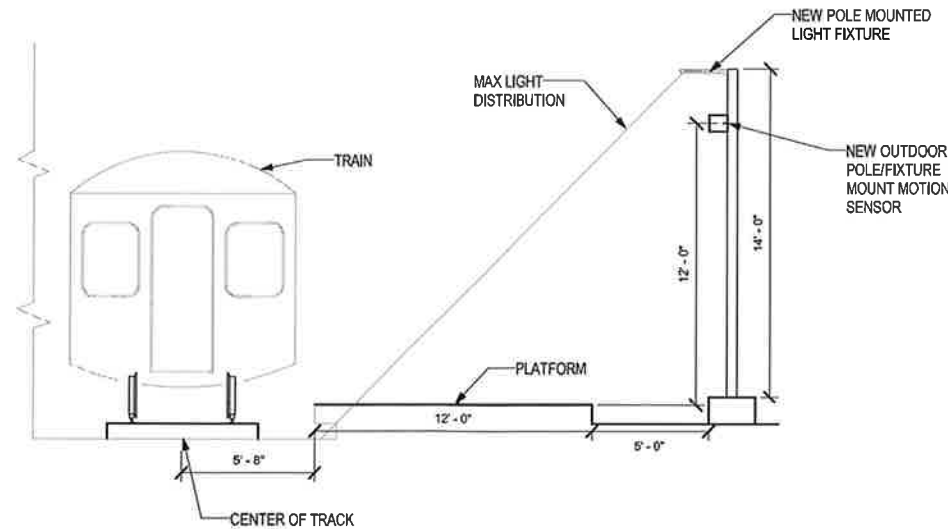


- WIRING TO 1-PHASE POWER (120/277/347 VAC)
- BLACK - 120/240 VAC PHASE A INPUT (RED WIRE FOR 347 VAC - REQUIRES HVOLT OPTION)
 - BLACK - SWITCHED LINE VOLTAGE OUTPUT TO LIGHT (RED WIRE FOR 347 VAC - REQUIRES HVOLT OPTION)
 - WHITE - NEUTRAL
 - VIOLET - LOW VOLTAGE DIM OUTPUT (0-10 VDC)
 - GRAY - LOW VOLTAGE COMMON
- SENSOR SHALL CONTROL LIGHTING AS FOLLOWS:
- PHOTOCELL TO POWER LIGHTING TO 50% OF FULL LOAD UPON ACTIVATION.
 - MOTION SENSOR/TIME CLOCK TO POWER LIGHTING TO 100% OF FULL LOAD UPON ACTIVATION.

SENSOR WIRING DETAIL



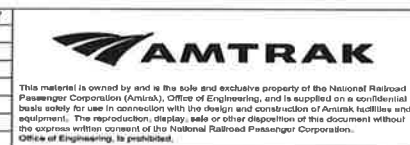
PHOTOCELL/TIMECLOCK WIRING DETAIL



TRAIN ENVELOPE

11/02/17 4:12:43 PM W:\04581-126253487-ESX-1-MEP.rvt

NO.	DESCRIPTION	DATE	BY
1	CONCEPT SUBMISSION	06/02/17	
2	INTERIM SUBMISSION	09/08/17	
3	100% SUBMISSION	11/03/17	



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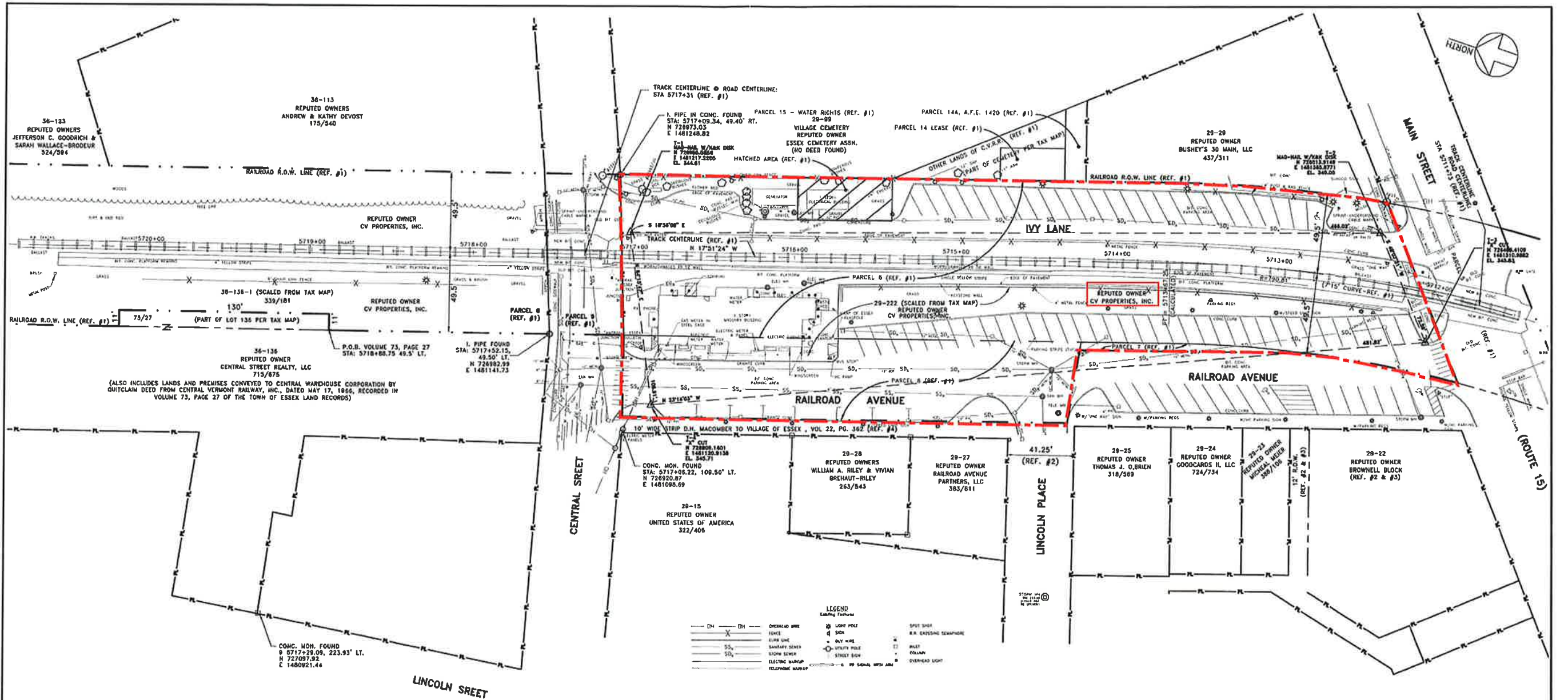


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ESSEX JUNCTION - BURLINGTON (ESX)
ADA STATIONS PROGRAM (ADASP)
ELECTRICAL DETAILS

Design: FC Drawn: FC Checked: PH Date:

Project Code:	60533487
WBS:	C.EN.100694.0624
Sheet No.	OF
Dwg. No.	E-300



LEGEND
Labeling Features

— (D) — (D)	OVERHEAD WIRE	□	LIGHT POLE	SPOT SIGN
— (X) — (X)	FENCE	□	SOB	R.A. EXISTING SIGNATURE
— (S) — (S)	EURE LINE	— (W) — (W)	W	W
— (SS) — (SS)	STANDARD GAINS	— (C) — (C)	CONCRETE POLE	W
— (SS) — (SS)	SHORE SIGN	— (S) — (S)	STEEL SIGN	W
— (SS) — (SS)	ELECTRIC WAREHOUSE	— (S) — (S)	STEEL SIGN	W
— (SS) — (SS)	TELEPHONE WAREHOUSE	— (S) — (S)	STEEL SIGN	W
— (SS) — (SS)	TELEPHONE WAREHOUSE	— (S) — (S)	STEEL SIGN	W

BOUNDARY STANDARD NOTES

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ONLY BOUNDARY SURVEY MAPS WITH THE SURVEYOR'S EMBOSSED SEAL ARE GENUINE, TRUE AND CORRECT COPIES OF THE SURVEYOR'S ORIGINAL WORK AND OPINION.

THE CERTIFICATIONS HEREON ARE NOT TRANSFERABLE.

LOCATION OF UNDERGROUND IMPROVEMENTS OR ENCROACHMENTS ARE NOT ALWAYS KNOWN AND OFTEN MUST BE ESTIMATED. IF ANY UNDERGROUND IMPROVEMENTS OR ENCROACHMENTS EXIST OR ARE SHOWN, THE IMPROVEMENTS AND ENCROACHMENTS ARE NOT COVERED BY THIS CERTIFICATE.

BOUNDARY SURVEY NOTES

- A. THIS BOUNDARY SURVEY MAP DEPICTS PORTIONS OF LOTS 29-222, 36-136-1, RAILROAD AVENUE, IVY LANE AND LANDS OF CV PROPERTIES, INCORPORATED AS SHOWN ON THE TAX MAP OF THE TOWN OF ESSEX, CHITTENDEN COUNTY, VERMONT, LANDS OF CV PROPERTIES, INCORPORATED AS RECORDED IN BOOK 339 AT PAGE 181 OF THE TOWN OF ESSEX LAND RECORDS.
- B. THIS BOUNDARY SURVEY MAP IS BASED UPON THE MAPS REFERENCED AND DEEDS OBTAINED BY KELLER & KIRKPATRICK, INC. THIS SURVEY IS SUBJECT TO THE FINDINGS WHICH MAY BE DISCLOSED BY A THOROUGH AND ACCURATE TITLE SEARCH FOR THE PREMISES AND TITLE INFORMATION TO BE SUPPLIED BY THE RECORD OWNER OF THE PROPERTY.

SURVEY LEGEND

- 322/405 BOOK 2765 PAGE 348
- 29-15 TAX MAP# - LOT#
- MONUMENT FOUND
- IRON FOUND

CERTIFICATION:

CERTIFIED TO AMTRAK AND JACOBS ENGINEERING, INC.



SURVEY REFERENCES:

- MAP ENTITLED "RIGHT-OF-WAY AND TRACK MAP, CENTRAL VERMONT RY. CO., OPERATED BY THE CENTRAL VERMONT RY. CO., STATION 5702+40 TO STATION 5755+20, SCALE 1"= 100', JUNE 30, 1917, OFFICE OF THE VALUATION ENGINEER, ST. ALBANS, VERMONT", SHEET 98/109 SUPPLIED BY THE CLIENT.
- MAP ENTITLED "PLAN OF PROPERTY OF S.A. BROWNELL, ESSEX JUNCTION, VERMONT, McINTOSH & CRANDALL, CIVIL ENGRS., BURLINGTON, VT.", DATED NOVEMBER 1915.
- MAP ENTITLED "PLAN OF PROPERTY OF THE S.A. BROWNELL ESTATE, ESSEX JUNCTION, VERMONT, McINTOSH & CRANDALL, CIVIL ENGRS., BURLINGTON, VT.", DATED NOVEMBER 1929.
- MAP ENTITLED "PLAT OF LAND OF MARY L. LAUBERTY, 28 RAILROAD AVE., ESSEX JCT., VERMONT, TO BE CONVEYED TO ROYAL PARK CORP., ESSEX JCT., VERMONT", PREPARED BY GREEN MOUNTAIN SURVEYS, INC., DATED OCTOBER 17, 1980.

GENERAL NOTES:

TOPOGRAPHIC FIELD WORK COMPLETED ON JANUARY 28, 2011.
INITIAL BOUNDARY SURVEY FIELD WORK COMPLETED ON MARCH 17, 2011.
SITE WAS SNOW-COVERED ON ALL DATES REFERENCED ABOVE. CERTAIN FEATURES MAY HAVE BEEN OBTAINED.
ADDITIONAL SITE VISIT ON JUNE 8, 2011 TO UPDATE BOUNDARY AND TOPOGRAPHIC SURVEYS.
ADDITIONAL SITE VISIT ON AUGUST 2, 2011 TO UPDATE AND EXTEND BOUNDARY AND TOPOGRAPHIC SURVEYS.
IF DIGITAL INFORMATION IS ALSO SUPPLIED, IT IS DONE SO FOR INFORMATIONAL PURPOSES ONLY. THE ORIGINAL SIGNED AND SEALED DOCUMENT IS THE DOCUMENT OF RECORD.
HORIZONTAL DATUM IS BASED UPON NAD '83. (VERMONT COORDINATES)
UTILITY LOCATIONS SHOWN HEREON ARE FROM ABOVE GROUND OBSERVATIONS ONLY. THE TYPE AND LOCATION OF UNDERGROUND AND OTHER UTILITIES IS NOT GUARANTEED TO BE ACCURATE OR ALL-INCLUSIVE. THE USER OF THIS SURVEY IS RESPONSIBLE FOR MAKING HIS OWN DETERMINATIONS AS TO THE TYPE AND LOCATIONS OF UNDERGROUND AND OTHER UTILITIES AS MAY BE NECESSARY.



No.	Revisions	Date	By
1	LOCATE ADDITIONAL TRACK & PLATFORM	08/02/11	MJM
2	REVISED PER COMMENTS DATED APRIL 17, 2013	04/18/13	MJM

Amtrak
Office of Chief Engineer
National Railroad Passenger Corporation
30th Street Station, Philadelphia, Pennsylvania 19104

Approved _____ Date _____
Keller & Kirkpatrick, Inc.
DEPUTY CHIEF ENGINEER-STRUCTURES
SENIOR DIRECTOR STATIONS AND FACILITIES
DIRECTOR STATIONS PROGRAM

GREENMAN-PEDERSEN INC.
180 BULLWINKLE STREET, SUITE 303
WILMINGTON, MASSACHUSETTS 01897 (978) 970-2000
Jeffrey P. Bradford 5/1/2013
JEFFREY P. BRADFORD Professional Land Surveyor, VT Lic. 710

ESSEX JUNCTION VERMONT
ACCESSIBLE STATIONS DEVELOPMENT PROGRAM
TOWN OF ESSEX, VILLAGE OF ESSEX JUNCTION, CHITTENDEN COUNTY, VERMONT
BOUNDARY SURVEY
Designed XXX Drawn MJM Checked JPB Date 03/30/2011

File No. XX,XXX
Work Est. No. 10094.0100
Sheet No. 1 OF 1
Y-001

W:\20110076-ESSEX\Survey\Station\Station_Amtrak_ASDP_v1.dwg, D:\Site\22-34_5172013 10:25:48 A.M. amrmm

Patty Benoit

From: Jim Jutras
Sent: Saturday, December 16, 2017 8:21 AM
To: Richard F. Hamlin, P.E.; Patty Benoit; Rick Jones
Cc: Jeffrey P. Kershner, P.E.; Patrick C. Scheidel
Subject: RE: Amtrak request to work in ROW for ADA

Patty

I agree with Rick. Too many problems with what is presented for a blanket sign off. I also discussed leveraging grants and missed opportunities at the Thursday Department Heads meeting. This area is a PRIME opportunity to do some grant funded stormwater mitigation work that would aid Amtrak's compliance and aid the Village MS4 flow and Phosphorus reduction requirements. The project area coupled with other planned utility and infrastructure work be a great opportunity to do this work without impacting the businesses with basements in the area.

The simple answer is don't sign it as is. The long term discussion is how to tie this to the other projects and potentially redirect the roof drains from Brownell Block as well.

Jim

From: Richard F. Hamlin, P.E. [rhamlin@dlhce.com]
Sent: Friday, December 15, 2017 2:14 PM
To: Patty Benoit; Jim Jutras; Rick Jones
Subject: RE: Amtrak request to work in ROW for ADA

Patty-

Please do have him hold off until we have had a chance to review and comment on these plans as just a quick review indicates that the plans have components that do not meet the Village LDC requirements for some of the construction details.

-Rick

From: Patty Benoit [mailto:patty@essexjunction.org]
Sent: Thursday, December 14, 2017 1:26 PM
To: Jim Jutras <Jim@essexjunction.org>; Rick Jones <Rick@essexjunction.org>; Richard F. Hamlin, P.E. <rhamlin@dlhce.com>
Subject: Amtrak request to work in ROW for ADA

Hi,

Pat said he would sign the consent letter after you guys review this. I put a hard copy in Jim's box.

Patty

*Patricia Benoit
Administrative Assistant
Village of Essex Junction
2 Lincoln Street
Essex Junction, VT 05452
(802) 878-6944*

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
December 12, 2017**

TRUSTEES PRESENT: George Tyler (Village President); Elaine Sopchak, Lori Houghton, Dan Kerin, Andrew Brown.
ADMINISTRATION: Pat Scheidel, Municipal Manager; Lauren Morrisseau, Finance Director & Assistant Manager.
OTHERS PRESENT: Charlie Baker, Greg Duggan, Max Levy, Mike Plageman, Andy Watts, Sue Cook, Irene Wrenner, Colin Flanders (Essex Reporter).

1. CALL TO ORDER and PLEDGE OF ALLEGIANCE

Village President, George Tyler, called the meeting to order at 6:30 PM and led the assemblage in the Pledge of Allegiance. Flashlights commemorating the 125th year of Essex Junction were given to attendees.

2. AGENDA CHANGES/APPROVAL

There were no changes to the agenda.

3. GUESTS, PRESENTATIONS and PUBLIC HEARINGS

a) Comments from Public on Items not on Agenda

There were no comments from the public.

b) CCRPC FY2017 Annual Report

CCRPC Executive Director, Charlie Baker, reviewed the annual report from Regional Planning, noting the report gives background on Regional Planning activities and funding. Dan Kerin is the village representative on the Regional Planning Commission. Assistance provided by Regional Planning in the village includes a sidewalk/path study, work on emergency management, storm water, GIS, traffic counts. Projects in the village included in the VTrans capital program include storm water and the crescent connector. Regional activities include the legislative breakfast, demographics update, regional dispatch, transportation demand management, and regional energy.

George Tyler asked about the status of the Susie Wilson Road intersection. Charlie Baker said scoping of the project will be done first. Regional Planning is aware of the safety concerns at the intersection.

Elaine Sopchak asked for an update on the regional dispatch study. Charlie Baker said towns need to decide whether to put the draft municipal agreement and funding MOU on the ballot at Town Meeting 2018. After the regional entity is created and approved then how the organization will operate will be determined. Pat Scheidel pointed out it is possible for a town to vote to form the governance structure and then decide not join the regional service.

Lori Houghton asked if real time traffic information in the village is being used. Charlie Baker said monitoring devices are out in the field collecting data for VTrans to use with grant

applications for federal funding. Andrew Brown asked if speed data will be disseminated to police departments. Charlie Baker said he did not know and will find out.

4. NEW BUSINESS

a) Bid Award for Greenwood Avenue Drainage Project

Pat Scheidel reported there is a shortfall in funds between the recommended bid for the Greenwood Avenue project and the Capital Reserve Fund for construction. Additionally, there is \$6,000 in engineering costs for the project. Lauren Morrissette assured there is money in the Capital Fund to cover the shortfall. The new total for the project is \$55,155 (construction and engineering).

MOTION by George Tyler, SECOND by Elaine Sopchak, to award the bid for the Greenwood Avenue Drainage Improvement Project to Don Weston Excavating, Inc. for \$48,505 with additional funds to complete the project transferred from the Capital Improvement Fund. VOTING: unanimous (5-0); motion carried.

b) Street Name for Road at Veterans Memorial Park

Pat Scheidel explained naming the street is necessary to comply with E-911 and improve efficiency of emergency services.

MOTION by Dan Kerin, SECOND by Andrew Brown, to approve “Memorial Way” as the new name for the small street by Veterans Memorial Park to comply with the state E-911 board requirements as well as improving the efficiency of emergency services. VOTING: unanimous (5-0); motion carried.

5. TRUSTEES COMMENTS/CONCERNS and READING FILE

a) Board Member Comments

- George Tyler reported on the meeting with Amtrak regarding the train station and the agreement to take a piecemeal approach by doing street improvements and then building improvements. The village will work with Regional Planning on grant writing.
- Budget Day is December 20, 2017.

b) Reading File

- Minutes
 - Planning Commission 11/2/17
 - Bike/Walk Advisory Committee 11/20/17
 - Tree Advisory Committee 11/28/17
- Letter form William Moran, Executive Director of Essex Rescue
- Budget Day Schedule/Trustees Meeting Schedule

6. CONSENT AGENDA

MOTION by Dan Kerin, SECOND by Andrew Brown, to approve the consent agenda as follows:

- 1. Approve Minutes of Previous Meeting(s) 11/28/17 and 12/2/17.**
- 2. Expense Warrant #17072, dated 11/22/17, in the amount of \$283,288.06.**
- 3. Expense Warrant #17073, dated 12/1/17, in the amount of \$198,404.51.**
- 4. Expense Warrant #17074, dated 12/8/17, in the amount of \$107,754.23.**

5. FYE18 Budget Status Report as of 11/30/17.**VOTING: unanimous (5-0); motion carried.****7. JOINT MEETING WITH ESSEX SELECTBOARD**

With a quorum present the Essex Selectboard Chair, Max Levy, called the Essex Selectboard meeting to order at 7 PM.

Additions to the agenda for the joint meeting include:

- List of questions and comments from the Village Attorney relative to the contract ratification.
- Future dates of joint Selectboard/Trustees meetings.

MOTION by Dan Kerin, SECOND by Elaine Sopchak, to approve the agenda for the joint meeting as amended. VOTING: unanimous (5-0); motion carried.

MOTION by Mike Plageman, SECOND by Sue Cook, to approve the agenda for the joint meeting as amended. VOTING: unanimous (5-0); motion carried.

a) Approval of Employee Resolution

Pat Scheidel reported he accepted with regret the retirement of Police Chief, Brad LaRose, effective January 12, 2018.

Sue Cook read the resolution of appreciation recognizing Chief LaRose's service to the community. Max Levy noted Chief LaRose was recognized and applauded at the Selectboard meeting. All agree Chief LaRose will be sorely missed.

MOTION by Mike Plageman, SECOND by Irene Wrenner, to adopt the resolution of appreciation for Brad LaRose. VOTING: unanimous (5-0); motion carried.

MOTION by Dan Kerin, SECOND by Elaine Sopchak, to approve the resolution of appreciation for Chief Brad LaRose. VOTING: unanimous (5-0); motion carried.

b) Governance

George Tyler suggested discussion of governance be scheduled in March following March Town Meeting and before the village annual meeting. The meeting will be open to the public and could be held on a Saturday so more people can attend.

Elaine Sopchak suggested the meeting have a facilitator to help narrow down the logistics and timeline, topics, and the agenda. A special joint meeting could be held in January to discuss who the facilitator should be and determine the meeting date.

Irene Wrenner suggested five residents outside the village be invited to help the Selectboard with ensuring the decision represents that particular constituency. The Selectboard must represent residents from the town and village. The Trustees represent residents from the village. The five selected individuals would represent the voice of town outside the village residents only.

Max Levy pointed out the Selectboard is elected to represent the entire population so the decision should be made by the Selectboard. Irene Wrenner explained it would be helpful to see the world outside the village perspective on governance and to have a more fair balance so the town voices are not lost.

Elaine Sopchak mentioned the work of EGG. Irene Wrenner said the group did not look at governance.

Andy Watts said the public can attend the meeting. Mr. Watts said he is not in favor of appointing a committee.

Mike Plageman concurred with Mr. Watts.

Andrew Brown said elected representatives get input from those who elected them. The Trustees get input from the village and the Selectboard gets input from the town and village. Irene Wrenner explained her intention is to give representation to the constituency from outside the village that does not get appropriate representation because the Selectboard is tasked with representing both places.

Max Levy said the Selectboard can decide how to gather information in preparation for the March meeting on governance. The discussion will be added to a future Selectboard meeting agenda.

George Tyler emphasized the purpose of the meeting on governance is to define how both boards want to approach governance. Input from constituencies comes after the boards decide. Elaine Sopchak added the meeting is a learning experience and to look at the options. Sue Cook said the meeting is to obtain and assess information.

There was agreement the joint meeting on governance will be March 24, 2018 beginning at 10 AM and concluding at 2 PM at a neutral site. Light fare will be served (the bill will be equally shared by the town and village). A meeting facilitator will be hired. Staff will contact VLCT and/or UVM for potential facilitators.

c) Manager Recruitment Conclusion

d) Contract Ratification

George Tyler stated the Village Attorney, Dave Barra, recommends not disclosing the name or any information on the new manager until the contract is ratified. Max Levy added the discussion will not be on the details of the contract, but how the Trustees and Selectboard work together to make decisions because of the contract.

George Tyler reported the work with MRI is complete and there is an agreement in principle with the new manager. The agreement has to be put into the legal employment contract that satisfies both charters and policies of the town and village. MRI is doing the background check on the new manager. It is not known when the background check will be completed. The town and village attorneys will ensure the language in the employment contract works for both entities.

There was discussion of opting out of the MOU with 90 day notice and firing the manager as two separate actions. The Selectboard can execute either option. The village can execute the MOU provision. Following further discussion there was agreement:

- The Selectboard and Trustees agreed to have language that either party can opt out and the contract is null and void, but neither the town or village are precluded from renegotiating a contract with the manager if so desired.
- Language is needed in the contract that the manager is an employee of the village and town, and the village and town will co-employ the manager.
- Reference to “trial period” in the MOU/employment agreement can be removed since the contract is being renewed and there is no longer a trial period.
- The term of the contract is July 1, 2018 to June 30, 2021, but starting in February so an addendum is needed to cover the time period from February 2018 to July 1, 2018.
- Max Levy and George Tyler will continue to work with the attorneys and staff to conclude the process. Both boards will review and sign the contract.

MOTION by Lori Houghton, SECOND by Elaine Sopchak, to authorize the Village President to finalize the manager’s contract for the Board of Trustees with the new municipal manager once the background check is satisfied.

DISCUSSION:

- **George Tyler explained once the arrangements are worked out with all three parties the two boards will get a report and any changes to the agreement can be made. The contract will not change in substance.**

VOTING: unanimous (5-0); motion carried.

MOTION by Irene Wrenner, SECOND by Sue Cook, to authorize the Selectboard Chair to finalize the manager’s contract for the Essex Selectboard with the new municipal manager once the background check is satisfied. VOTING: unanimous (5-0); motion carried.

e) Joint Meeting Schedule

- February 13, 2018 at 7 PM (discussion of transition plan)
- March 13, 2018 at 7 PM

8. ADJOURNMENT

MOTION by Andrew Brown, SECOND by Dan Kerin, to adjourn the Trustees meeting.

VOTING: unanimous (5-0); motion carried.

MOTION by Irene Wrenner, SECOND by Sue Cook, to adjourn the Selectboard meeting.

VOTING: unanimous (5-0); motion carried.

The meeting was adjourned at 8:33 PM.

TRUSTEES FYE 19 BUDGET DAY SCHEDULE
WEDNESDAY, DECEMBER 20, 2017
LINCOLN HALL

8:15 - 9:00 AM	Budget Overview - Pat Scheidel & Lauren Morriseau Revenues - Pat Scheidel & Lauren Morriseau
9:00 - 9:45	Senior Center - Ally Vile and Lou Ann Pioli
9:45 - 10:15	Transfers & Misc. Exp./Grants & Unantic. Exp./Administration/ Lincoln Hall/Capital Reserve/Rolling Stock/Debt Service - Pat & Lauren.
10:15 - 10:30	Break
10:30 - 11:00	Fire Dept. - Chris Gaboriault
11:00 - 11:30	Recreation - Brad Luck
11:30 - 12:00	Community Development - Robin Pierce
12:00 - 1:00 PM	Lunch/Work Session/Agenda items
1:00 - 1:30	Library - Wendy Hysko
1:30 - 2:00	WWTF - Jim Jutras
2:00 - 2:15	Sanitation - Jim Jutras and Rick Jones
2:15 - 2:45	Street Dept./Water Fund - Rick Jones



The economic engine of Vermont.

Village Manager's Office

MEMORANDUM

TO: Village Trustees
FROM: Patrick Scheidel, Village Manager
DATE: December 20, 2017
SUBJECT: FYE19 General Fund Budget Transmittal

PROPOSED FYE19 BUDGET- SUMMARY OF ISSUES

The Managers' proposed FYE19 budget is a request for funds to continue providing services to the Village residents at the current level with more costs to be shared with the Town and alignment of the Village and Town Fire Departments. The additional costs to be shared with the Town are IT and Human Resources services. The proposed budget shows an overall increase of 3.8%. Department Budgets with significant increases are Fire Dept., Economic Development, Transfers and EJRJ.

The proposed budget is \$4,997,954 which is an increase of \$181,645 (3.8%) from the FYE18 budget. The change from the FYE18 budget is made up of the following:

Salaries	\$46,502
Fire Salaries	\$54,000
New Shared Services	\$38,274
Consultant for Manager search	-\$15,000
Capital Contributions	\$33,217
Health and Other Insurances	\$17,797
Matching Grants & SteAmfest	\$14,000
Other increases & decreases	-\$7,145
Increase in Budget	\$181,645

This budget follows the model first adopted in FYE16 where the Town pays all of the Street Department expense. Our grand list assumptions are a 1% increase in non-Global Foundries grand list and no change in Global Foundries grand list value which was reduced in FYE17. With these assumptions, the Village tax rate is estimated to be \$0.3142 an increase of 4.88%. The tax rate is projected to increase as a percentage more than the budget due to a reduction in the amount of fund balance applied against the tax rate and also due to a reduction in the grand list because of tax stabilization agreements.

PERSONNEL COSTS

The following is a list of the percentage personnel costs represent of individual departmental budgets (departments that have personnel) and the percentage personnel costs comprise of the total General Fund Budget:

Administration	82%
Economic Development	60%
Fire	68%

Proposed FYE19 Budget- Summary of Issues

Library	75%
Community Development	80%
Street	35%
Recreation	76%
Total General Fund	50%

AREAS OF GREATEST CHANGE IN SERVICE OR COST ARE:

- 1) **Salaries, Health Insurance and other Insurances** contribute a substantial amount to the budget increase.
- 2) **Shared Services expense for 34% of an IT position and an HR Director**
- 3) **Capital Contributions** increase to meet need for Infrastructure and Rolling Stock Replacement.
- 4) **Other professional** services in Administration decreased following conclusion of Manager search.
- 4) **Fire Salaries** increased in order to align Village and Town Fire Department pay structures.
- 5) Funds added for Matching Grants and for SteAmfest.

Budget Challenges

Budget Goals

Our goal was to maintain services with the least amount of increase while working toward more shared services and alignment of the Fire Departments.

New Services

The addition of payment for 34% of an IT position salary in the Town and payment for 34% of the salary of an HR Director are new in this budget.

Capital Budgets Funding

The Capital Budget contribution is increased by 7.5%. Projects proposed for FYE19 are Railroad Ave. Waterline, a Facilities Assessment, West St. and West St. Extension Intersection Improvements and the continuation of the Crescent Connector.

The Rolling Stock contribution increases by \$10,000 each year. Vehicles planned for purchase include a Vector Truck, Sidewalk Plow, 2 Pickup Trucks, a Trailer Mounted Boom Lift and a Pickup Truck for the Fire Department.

Recreation Department

The Recreation Department is adjusting to Village policies and benefits as well as the changing of status of several employees in relation to their health benefits.

Combined Service Initiatives

- Shared Municipal Manager.
- The Town budget includes Public Works Administration for the Village Street Department.

Proposed FYE19 Budget- Summary of Issues

- A Communications Plan for Shared Public Works Management has been implemented.
- The handling of requests for service/complaints for Shared Public Works Management has been implemented..
- The Village and Town Finance Departments have combined services in several areas and are sharing a Finance Director in the Town office
- The Village Clerk/Treasurer is Clerk Treasurer for both Village and Town.
- Accounts Payable is a shared Function.
- Village payroll is on the Town System
- Village and Town will share an IT position and a Human Resources Director in the proposed budget.
- Village Utility Billing has converted to the same system as the Town of Essex.
- The Fire Departments are working to align pay structure, budgeting and other procedures.

Grant Activity

Grants that are currently under Management

Crescent Connector	\$4,500,000
Total	\$4,500,000

Fund Balance

The General Fund has 11.7% unassigned fund balance at 6/30/17. This budget proposes to use \$35,000 to reduce the tax rate and staff proposes the Trustees ask the voters to approve a transfer of \$44,861 of fund balance to the Capital Reserve. These uses of the fund balance will reduce the amount of unassigned fund balance to 10% of the FYE18 budget.

Across the Board Projections that Affect All Departmental Budgets

1. Salaries are adjusted according to our merit pay system. A study was undertaken in the fall of this this year. The pay grid has not changed. However, the caps on the pay ranges have been removed as part of contract negotiations. Also, as a result of the study, the grades of a few employees have been increased. These changes are incorporated into the budgets.
2. Health Insurance premium costs increased by 9.8% this year. We have budgeted for this and also for an additional 15% increase January 2019. We have gone back to budgeting actual insurance costs for employees in departments instead of using an average. This reversal of procedure was prompted by the incorporation of the Recreation Department into the budget and also aligning our procedure with the Town. In the Town costs are budgeted by actual employees not by using an average.
3. Workers Comp rates have increased for some classes of employees and decreased for others. However, the Village's experience modification has dropped which is good news. The department rates are reflected in the budget.
4. Property & Casualty Insurance has decreased in all departments by varying percentages. VLCT PACIF provides a breakdown of costs so they can be allocated accurately to the departmental budgets.
5. A 3% increase in dental insurance is budgeted for 7/1/18.

12/13/2017 13:21

General Fund Fund Balance FY17

Total Fund Balance at 6/30/17	855,805
Non Spendable (inventory, prepaids)	130,249
Assigned	
Library	7,099
Termination Benefits	86,965
HRA	10,000
Assigned for FY18 Tax Reduction	60,000
Total Assigned	<u>164,064</u>
Total Assigned & Non Spendable	294,313
Unassigned	561,492
FY18 Budget including debt service	4,816,309
Unassigned Fund Balance percenta	11.7%
% of FY 18 Budget	11.7%
10% of FY17	481,631
Proposed Tax reduction FYE19	35,000
Amount over 10%	44,861

VILLAGE OF ESSEX JUNCTION
GENERAL FUND BUDGET SUMMARY

12/14/17
12:05 PM

	FYE16 Actual	FYE17 Budget	FYE17 Actual	FYE18 Budget	FYE19 Proposed Budget	% Change 18 vs 19
GENERAL GOVERNMENT:						
Administration	562,235	603,131	626,113	503,502	499,646	-0.8%
Transfers & Misc Expenditures	765,448	583,585	616,585	673,858	707,075	4.9%
Grant & Non-Budgetary Expenditures	20,763	0	53,068	0	0	0.0%
Seniors Support	12,347	0	0	0	0	0.0%
Fire Department	299,463	315,342	319,214	332,165	400,799	20.7%
Library	696,980	776,396	736,958	798,291	795,359	-0.4%
Lincoln Hall/Park St. School	44,675	49,150	45,714	50,874	50,927	0.1%
Community Development	233,331	251,212	221,635	253,271	253,684	0.2%
Economic Development/Community Events	70,408	92,021	81,101	92,905	118,770	27.8%
Street Department	832,516	1,059,993	1,011,390	1,121,449	1,141,948	1.8%
Parks & Recreation	0	0	0	674,728	711,764	5%
Subtotal General Fund	3,538,166	3,730,830	3,711,778	4,501,043	4,679,971	4.0%
Debt Service	223,426	222,244	199,464	315,266	317,983	0.9%
Total General Fund	3,761,592	3,953,074	3,911,242	4,816,309	4,997,954	3.8%

GENERAL FUND REVENUES

12/14/17
12:08 PM

Acct. #	Account	FYE16 Actual	FYE17 Budget	FYE17 Actual	FYE18 Budget	FYE19 Proposed Budget	% Change 19 vs 18
	Unrestricted Fund Balance	0	35,000	0	60,000	35,000	-42%
31101.000	Property Taxes	2,564,285	2,482,765	2,480,854	3,285,170	3,463,797	5%
33546.000	State for Pilot & Current Use	2,173	1,900	4,301	2,000	2,000	0%
33582.000	Essex Town Contribution to Library	15,000	15,000	15,000	15,000	15,000	0%
33582.001	Town Payment for Stormwater	59,500	59,352	59,352	61,460	64,189	4%
33582.002	Town Payment for Street Dept.	780,070	1,000,642	1,000,642	1,059,989	1,077,759	2%
34130.000	License & Zoning Fees	58,153	50,000	60,184	58,000	58,000	0%
34131.000	Whitcomb Farm Solar Pilot	5,405	5,400	5,280	5,000	5,000	0%
34221.000	Miscellaneous Fire Receipts	25	20	0	20	20	0%
35130.000	State District Court Fines	1,741	500	1,589	1,000	1,500	50%
36102.000	Interest Earnings	2,657	1,500	2,225	1,500	2,000	33%
36201.000	Parking Space Fees	4,800	4,800	4,400	4,800	2,400	-50%
36202.000	Lincoln Hall Rentals	30	1	0	0	0	0%
36400.000	Block Party Donations	1,150	1,500	2,500	1,500	1,500	0%
36603.000	Misc. Receipts	1,630	2,000	2,804	2,000	2,000	0%
36605.000	Miscellaneous Street Receipts	9,312	3,000	4,091	4,000	4,000	0%
36606.000	Miscellaneous Library Receipts	683	400	712	500	500	0%
36606.010	Parks & Rec Non-resident Fees	0	0	0	22,000	22,000	0%
39154.000	Service Fee - Water	108,760	113,888	113,888	92,948	96,516	4%
39155.000	Service Fee - WWTP	54,380	56,944	56,944	46,474	48,258	4%
39156.000	Service Fee - Sanitation	108,760	113,888	113,888	92,948	96,516	4%
39501.000	Miscellaneous Grants/Donations	17,725	0	59,562	0	0	0%
	Lost Book Revenue	2,381	0	3,046	0	0	0%
	Farmers Market Reimbursement	3,479	4,575	0	0	0	0%
	TOTALS	3,802,099	3,953,074	3,991,262	4,816,309	4,997,954	3.77%

Tax Rate Calculation

	FY18	FY19	% Increase
Budget Increase			
Grand List		Projected Grand List	
GF Real Estate	797,280	GF Real Estate	797,280
Non-GF Real Estate	10,172,677	Non-GF Real Estate	10,274,404
Tax Stabilization Reduction	(6,463)	Tax Stabilization Reductio	(48,694)
Total Grand List	10,963,494	Total Projected Grand Lis	11,022,990
Tax Appropriation	3,285,170	Tax Appropriation	3,463,797
Village tax Rate	0.2996	Village without Rec rate	0.3142
			4.88%

TRANSFERS & MISC EXPENDITURES - \$707,075

Represents an overall increase of \$33,217 or 4.9%

This cost center is for Transfers to other funds and reserves

Areas to note:

Acct # Description

49100.030 Capital Fund Contribution – (+\$22,169) A 5% increase in the cost of Capital Fund projects is assumed and the contribution from the General Fund increase was changed to 7.5% in FYE16 to increase the amount available for projects.

49100.031 Rolling Stock Fund Contribution – (+\$10,000) We have increased this line item to keep up with the escalating cost of purchasing vehicles and equipment. The Rolling Stock replacement plan assumes a yearly increase of 3% for most vehicles and 5% for Fire trucks in our Rolling Stock Plan. We have a schedule we try to follow that outlines the estimated life for different types of equipment. Proposed purchases in FYE19 are: Vector Truck (\$33,000), Skid Steer Sidewalk Plow Replacement (\$52,401), 2 4WD Pickup Trucks (\$29,393 each), Trailer Mounted Boom Lift (\$30,164) and Replacement of the Fire Department Pickup (\$56,827). The Rolling Stock plan includes a debt payment of \$34,500 for a loan taken out to pay for the Fire Dept Pumper in FYE18.

49100.040 Transfer for Building Maintenance – no increase or decrease. In FYE17 the Trustees started setting aside funds for the Maintenance of our historical buildings. This budget proposes to continue that transfer.

49100.802 Employee Termination Benefits - This is a reserve to prevent the Village General Fund budget from sustaining a large hit in the year an employee retires. Employees are paid for accumulated vacation time (up to 240 hours), comp time (up to 200 hours if hourly employee) and a portion of accumulated sick time (could be up to 800 hours). The Village General Fund had liability of \$243,178 at 6/30/17 for accrued benefits. At the end of FYE17 this reserve contains \$86,965. Staff feels it is important to continue funding this reserve as a number of our employees are nearing retirement age.

49100.030 Transfer to Parks & Rec Capital Reserve – (+\$1,048) A small increase in EJRP Capital spending.

TRANSFERS & MISC EXPENDITURES

12/08/17
3:47 PM

Acct. #	Account	FYE16 Actual	FYE17 Budget	FYE17 Actual	FYE18 Budget	FYE19 Proposed Budget	% Change 19 vs 18
49100.030	Capital Fund Contribution	516,824	274,961	274,961	295,582	317,751	7.5%
49100.031	Rolling Stock Fund Contribution	193,624	203,624	203,624	213,624	223,624	4.7%
49100.040	Transfer for Building Maintenance	0	50,000	83,000	50,000	50,000	0.0%
49100.802	Employee Termination Benefits	5,000	5,000	5,000	5,000	5,000	0.0%
49101.030	Trans to Parks & Rec Capital Res	0	0	0	109,652	110,700	1.0%
49100.031	Half Penny for Ladder Truck Note	50,000	50,000	50,000	0	0	0.0%
TOTALS		765,448	583,585	616,585	673,858	707,075	4.9%

GRANTS AND OTHER NON-BUDGETARY EXPENDITURES

12/08/17
3:47 PM

Acct. #	Account	FYE16 Actual	FYE17 Budget	FYE17 Actual	FYE18 Budget	FYE19 Proposed Budget	% Change 19 vs 18
49340.000	Grants & Donations Expenses	18,776	0	51,636	0	0	0%
49346.001	Library Replacement Expenses	1,986	0	1,432	0	0	0%
	Termination Benefits	0	0	0	0	0	0%
TOTALS		20,763	0	53,068	0	0	0%

Debt Service - \$317,983

Represents an overall increase of \$2,717 or .9%% over the FYE18 Budget

Acct # Description

47217.000 Parks & Rec Interest – (+\$4,944) After a year of negative interest due to refunding interest has again been budgeted.

DEBT SERVICE

12/08/17
3:47 PM

Acct. #	Account	FYE16 Actual	FYE17 Budget	FYE17 Actual	FYE18 Budget	FYE19 Proposed Budget	% Change 19 vs 18
47116.000	Capital Improvements Principal	141,900	141,900	128,535	135,300	135,135	-0.1%
47216.000	Capital Improvements Interest	81,526	80,344	70,929	75,122	73,060	-2.7%
47117.000	Parks & Rec Principal	0	0	0	105,000	105,000	0.0%
47217.000	Parks & Rec Interest	0	0	0	(156)	4,788	100.0%
TOTALS		223,426	222,244	199,464	315,266	317,983	0.9%

COMMUNITY DEVELOPMENT BUDGET - \$253,684

Represents an overall increase of \$413 or .2% from the FYE18 Budget

The budget is flat. Areas of significant change to the Community Development Budget are as follows:

Acct # Description

41970.530 Communications – (-\$683) This money is used to pay for minutes. We are adjusting to closer align with historical cost.

41970.700 Bike Walk Committee – (+\$5,000) The Trustees agreed to allocate \$5,000 to the Bike/Walk Committee in the FYE19 budget.

41970.891 Capital Outlay – No purchases budgeted for FYE19

COMMUNITY DEVELOPMENT

12/11/17
4:41 PM

Acct. #	Account	FYE16 Actual	FYE17 Budget	FYE17 Actual	FYE18 Budget	FYE19 Proposed Budget	% Change 19 vs 18
41970.110	Salaries - Regular	133,555	138,199	137,901	142,264	145,419	2.2%
41970.210	Health Insurance & Other Benefits	29,598	35,375	29,306	38,696	32,128	-17.0%
41970.220	Social Security	10,618	10,894	10,934	11,212	11,454	2.2%
41970.226	Workers Compensation Insurance	504	418	440	510	415	-18.6%
41970.230	Retirement	13,361	13,820	13,642	14,226	14,542	2.2%
41970.250	Unemployment Insurance	103	252	113	125	113	-9.6%
41970.310	Board Member Fees	3,300	3,600	3,350	3,600	3,600	0.0%
41970.320	Legal Services	5,862	12,000	1,914	12,000	12,000	0.0%
41970.330	Other Professional Services	10,174	6,000	0	6,000	6,000	0.0%
41970.340	Computer Expenses	2,941	4,000	2,875	0	0	0.0%
41970.500	Training, Conferences, Dues	1,510	3,500	1,833	3,500	3,000	-14.3%
41970.521	Liability & Property Ins.	2,592	3,124	3,500	2,822	3,042	7.8%
41970.522	Public Officials Liability Ins.	6,039	6,386	6,265	6,172	5,727	-7.2%
41970.530	Communications	1,907	2,500	817	2,500	1,500	-40.0%
41970.535	Telephone Services	1,758	1,644	1,556	1,644	1,644	0.0%
41970.536	Postage	459	600	623	600	700	16.7%
41970.550	Printing and Advertising	3,099	3,000	2,227	3,000	3,000	0.0%
41970.575	Recording Fees	150	0	0	0	0	0.0%
41970.580	Travel	2,400	2,400	2,879	2,400	2,400	0.0%
41970.610	Supplies	1,952	2,000	1,460	2,000	2,000	0.0%
41970.700	Bike Walk Committee	0	0	0	0	5,000	100.0%
41970.891	Capital Outlay	1,451	1,500	0	0	0	0.0%
TOTAL		233,331	251,212	221,635	253,271	253,684	0.2%

ECONOMIC DEVELOPMENT/COMMUNITY EVENTS - \$118,770

Represents an overall increase of \$33,217 or 27.8% from the FYE18 Budget.

Line items of significant change in this budget are detailed below:

Acct# Description

41335.810 Community Events & Programs – (+\$4,280) Village support of the SteAmfest has been added to this line item which has been used to fund the Train Hop.

41335.813 Matching Grant Funds – (+\$10,000) This line item has been increased to fund a match for a grant from the CCRPC to incorporate “Design 5 Corners” into the municipal plan.

ECONOMIC DEVELOPMENT/COMMUNITY EVENTS

12/12/17
9:56 AM

Acct. #	Account	FYE16 Actual	FYE17 Budget	FYE17 Actual	FYE18 Budget	FYE19 Proposed Budget	% Change 19 vs 18
41335.110	Salaries - Regular	28,269	29,532	29,342	31,060	32,135	3%
41335.130	Salaries - Part-time	5,850	5,850	5,400	4,950	4,950	0%
41335.210	Health Insurance & Other Benefits	14,959	17,688	15,003	19,348	28,513	47%
41335.220	Social Security	2,404	2,733	2,272	2,782	2,837	2%
41335.226	Workers Comp	136	107	110	129	106	-18%
41335.230	Retirement	2,843	2,953	2,934	3,106	3,214	3%
41335.250	Unemployment	115	170	63	126	65	-48%
41335.521	Liability & Property Ins.	219	188	361	204	170	-17%
41335.810	Community Events & Programs	3,311	4,000	4,074	4,000	8,280	107%
41335.811	Annual Support of Organizations	7,585	9,300	7,590	7,700	9,000	17%
41335.812	New Programs	0	2,500	2,500	2,500	2,500	0%
41335.813	Matching Grant Funds	555	10,000	1,500	10,000	20,000	100%
41335.835	Block Party Expense	3,002	7,000	7,734	7,000	7,000	0%
41335.891	Capital Outlay	1,160	0	2,218	0	0	0%
TOTALS		70,408	92,021	81,101	92,905	118,770	27.8%

ADMINISTRATION BUDGET - \$499,646

Represents an overall decrease of \$3,856 or -0.8%

Major changes affecting this budget are:

The inclusion of funds to pay for a shared Human Resources Director and a shared IT employee.

The removal of dollars to pay manager recruitment.

The pay and classification study is every two years and FYE19 is an off year.

Areas of significant change to the Administration Budget are as follows:

Acct #	Description
41320.130 - 140	Salaries Part-time and Salaries Overtime – (-\$11,209) With the combined services of Clerk and Finance we are using less part-time personnel and the Accountant is working more overtime.
41320.152	Shared Employee Expense – (+\$38,274) It is proposed to share a Human Resources Director and an IT employee with the Town. This money covers 34% of the salaries of both of these Town employees.
41320.330	Other Professional Services – (-15,000) The dollars added last year to this line item for half of the cost to hire a consultant to help in the Municipal Manager search have been removed.
41320.340	Computer Expenses – (-\$1,780) We are proposing to have the Town IT department provide network server and support to the Village. With this support only minimal charges will be needed for Village programs.
41320.571	Pay and Classification Study – (+\$5,847) As part of the Village Association contract the Village agrees to review the Village pay ranges every other year. This study is in the budget for FYE18 and was not needed in FYE17. This money is budgeted for an outside study of Village wages & classifications in comparison with current trends.
41320.891	Capital Outlay – (0) There is nothing budgeted in this line item in FYE19.

ADMINISTRATION BUDGET

12/11/17

Acct. #	Account	FYE16	FYE17	FYE17	FYE18	FYE19	% Change 19 vs 18
		Actual	Budget	Actual	Budget	Proposed Budget	
41320.110	Salaries - Regular	274,682	280,713	289,771	195,666	208,400	6.5%
41320.130	Salaries - Overtime	3,288	2,500	6,484	3,500	6,500	85.7%
41320.140	Salaries - Part-time	14,861	13,751	18,732	19,234	5,025	-73.9%
41320.150	Manager Contract	61,500	64,575	64,575	66,835	65,000	-2.7%
41320.152	Shared Employee Expense	0	0	0	0	38,274	100.0%
41320.210	Health Insurance & Other Benefits	64,484	70,751	64,017	58,044	45,869	-21.0%
41320.220	Social Security	22,919	23,333	25,674	17,096	17,096	0.0%
41320.226	Workers Compensation Insurance	1,121	896	963	774	684	-11.6%
41320.230	Retirement	26,854	28,071	27,835	19,567	20,840	6.5%
41320.250	Unemployment Insurance	317	607	291	317	300	-5.4%
41320.291	Health Improvement Programs	580	1,600	1,083	1,600	1,600	0.0%
41320.310	Boardmember fees	2,500	2,500	2,500	2,500	2,500	0.0%
41320.320	Legal Services	8,415	15,000	17,127	15,000	15,000	0.0%
41320.330	Other Professional Services	121	1,000	0	16,000	1,000	-93.8%
41320.335	Audit Services	6,853	7,059	5,746	6,063	6,160	1.6%
41320.340	Computer Expenses	11,679	13,000	11,722	4,000	2,220	-44.5%
41320.442	Leased Services	3,505	4,800	4,248	4,000	4,525	13.1%
41320.500	Training, Conferences, Dues	7,700	13,734	4,566	9,300	9,300	0.0%
41320.521	Liability & Property Ins.	6,955	8,619	9,192	7,140	4,239	-40.6%
41320.522	Public Officials Liability Ins.	6,039	6,386	6,265	6,172	5,727	-7.2%
41320.530	Communications	11,554	16,806	17,111	19,167	18,387	-4.1%
41320.535	Telephone Services	1,906	1,980	1,694	1,980	1,700	-14.1%
41320.536	Postage	2,256	4,000	1,329	3,500	2,000	-42.9%
41320.550	Printing and Advertising	4,200	5,500	4,273	5,500	5,000	-9.1%
41320.560	Trustees Expenditures	2,319	4,000	3,373	4,000	4,000	0.0%
41320.571	Pay & Classification Study	5,700	200	0	6,047	200	-96.7%
41320.580	Travel	1,398	0	222	2,000	300	-85.0%
41320.610	Supplies	5,062	6,000	4,293	6,000	5,000	-16.7%
41320.820	Elections	1,363	1,500	2,052	1,500	1,500	0.0%
41320.835	Holiday Expense	965	1,250	1,290	1,000	1,300	30.0%
41320.891	Capital Outlay	1,139	3,000	1,735	0	0	0.0%
41320.892	Trans to Town for Benefits	0	0	27,950	0	0	0.0%
TOTALS		562,235	603,131	626,113	503,502	499,646	-0.8%

LINCOLN HALL BUDGET - \$50,927

Represents an overall increase of \$53 or 0%

When the Village bought Park St. School, it was decided that Recreation would not pay for certain expenses of the school because the ACE program is using part of the building. We have incorporated those expenses into the Lincoln Hall budget until the Recreation department starts using the entire building, at which time Recreation will take over all the expenses of the building. The Park St. School expenses this budget is including are Water/Sewer, Rubbish Removal, Electricity and Natural Gas. The drop in Liability and Property Ins along with the decrease in Capital Outlay kept this budget flat.

Acct # Description

41940.891 Capital Outlay – (-5,500) There are no capital outlay items budgeted for FYE19.

LINCOLN HALL/PARK ST. SCHOOL BUDGET

12/11/17
4:41 PM

Acct. #	Account	FYE16 Actual	FYE17 Budget	FYE17 Actual	FYE18 Budget	FYE19	% Change 19 vs 18
						Proposed Budget	
41940.410	Water and Sewer Charges	950	1,000	992	1,000	1,000	0%
41940.411	Park St. School Water/Sewer	0	0	0	0	575	100%
41940.423	Contractual Services	7,944	9,565	8,857	9,000	9,000	0%
41940.434	Maintenance - Building/Grounds	13,689	9,000	9,268	10,000	9,500	-5%
41940.521	Liability & Property Ins.	5,795	7,125	6,233	6,294	5,372	-15%
41940.535	Telephone Services	0	460	473	480	480	0%
41940.550	Printing	0	300	0	0	0	0%
41940.565	Rubbish Removal	2,107	2,000	1,557	2,200	2,000	-9%
41940.566	Park St. School Rubbish Removal	0	0	0	0	600	100%
41940.610	Supplies	1,928	2,500	2,992	2,500	2,000	-20%
41940.622	Electrical Service	6,809	7,500	7,067	7,500	7,500	0%
41940.623	Heating	4,329	6,400	5,217	6,400	6,400	0%
41940.624	Park St. School Electricity	0	0	0	0	4,000	100%
41940.625	Park St. School Natural Gas	0	0	0	0	2,500	100%
41940.891	Capital Outlay	1,125	3,300	3,058	5,500	0	-100%
TOTALS		44,675	49,150	45,714	50,874	50,927	0%

Memo

To: Village Trustees

From: Brad Luck, Director, EJP

Date: December 5, 2017

Re: EJP FY19 Budget

FY19 Proposed General Fund Budget

The FY19 proposed EJP general fund budget is \$711,764, an increase of \$37,036, or 5.5% from FY18.

Under Administration, the largest dollar increases were in Health Insurance & Other Benefits (+\$32,569, 43.7%) and Salaries-Regular (+\$12,807, 6.3%). The drivers behind the health insurance change included: A) 9.8% increase in health care costs. B) One employee getting married. C) A former part-time, single employee changing to full-time with a family [note: the program director position went from one full-time person several years ago, to two part-time people for the last two years, and is now back to one full-time]. Otherwise, all other increases were nominal and there were many line items that were reduced from FY18 in order to balance the overall growth.

Under Parks & Facilities, the largest dollar increases were in Salaries-Regular (+\$33,386, 55.4%), Retirement (+\$3,339, 55.4%), and Health Insurance & Other Benefits (+\$3,151, 16.9%). These increases were due to the elimination of several seasonal, part-time positions and conversion of them into one new full-time Grounds & Facilities Technician. The personnel related increases (+\$39,876) were offset by savings in Salaries-Part-time and Other Professional Services (-\$34,600). Moving to a full-time person is less expensive than continuing to operate things the way that we do. We are finding that we need more support for grounds and facilities operations for longer periods of the year. We would greatly benefit from more permanent, skilled support for our parks and facilities needs. It has been challenging to find college and high school staff who are able and willing to work beyond the summer, when we need support in the fall and spring. And, even with our summer staff, due to turnover we do not have people who can manage more complex tasks – the pool, mowers, trouble shooting systems, etc. Other increases were nominal and many line items were reduced from FY18.

FY19 Proposed Program Fund Budget

The FY19 proposed EJP program fund budget is \$1,705,215, an increase of \$95,368, or 5.9% from FY18.

The program fund budget is built based on the programs that we anticipate running in FY19, with corresponding revenues and costs.

The three most significant changes:

After School Childcare – Salaries-Regular increased \$55,415 (32%), primarily because how we budget for our shared staffing positions (Village Kids Site Coordinators) changed from FY18. Instead of the school district paying those employees for their school day portion, we pay the employees full wages and are reimbursed by the district. Similarly, Shared Staff Contract revenues increased \$39,256 (329%).

Recreation Programs – Salaries-Part-time decreased \$14,329 (36%) due to fewer adult fitness offerings. Adult program revenue is correspondingly down \$16,860 (27%).

Childcare Program Revenues – This is the largest revenue source and increased \$56,732 (5%). The increase is due to price increases in afterschool childcare, preschool, and summer day camps.

PARKS AND RECREATION

12/08/17

Acct. #	Account	FYE16 Actual	FYE17 Budget	FYE17 Actual	FYE18 Budget	FYE19 Proposed Budget	% Change 19 vs 18
ADMINISTRATION							
45110.110	Salaries - Regular		0	0	204,759	217,566	6.3%
45110.140	Salaries - Part-time		0	0	7,385	7,076	-4.2%
45110.210	Health Insurance & Other Benefits		0	0	74,554	107,123	43.7%
45110.220	Social Security		0	0	16,229	17,185	5.9%
45110.226	Workers Compensation Insurance		0	0	7,685	8,352	8.7%
45110.230	Retirement		0	0	20,477	24,234	18.3%
45110.250	Unemployment Insurance		0	0	5,652	2,594	-54.1%
45110.291	Health Improvement Programs		0	0	1,400	0	-100.0%
45110.330	Other Professional Services		0	0	14,500	8,220	-43.3%
45110.340	Computer Expenses		0	0	9,350	9,120	-2.5%
45110.500	Training, Conferences, Dues		0	0	9,784	9,988	2.1%
45110.521	Liability & Property Ins.(inc auto)		0	0	21,580	19,750	-8.5%
45110.530	Communications		0	0	17,500	12,500	-28.6%
45110.535	Telephone Services		0	0	6,000	3,600	-40.0%
45110.550	Printing and Advertising		0	0	3,460	3,639	5.2%
45110.610	Supplies		0	0	6,004	5,000	-16.7%
45110.813	Scholarships		0	0	5,000	4,000	-20.0%
	Subtotal Administration		0	0	431,319	459,947	6.6%
PARKS & FACILITIES							
45220.110	Salaries - Regular		0	0	60,250	93,636	55.4%
45220.140	Salaries - Part-time		0	0	44,697	24,977	-44.1%
45220.210	Health Insurance & Other Benefits		0	0	18,624	21,775	16.9%
45220.220	Social Security		0	0	8,028	9,074	13.0%
45220.230	Retirement		0	0	6,025	9,364	55.4%
45220.291	Health Improvement Programs		0	0	350	0	-100.0%
45220.330	Other Professional Services		0	0	33,190	18,310	-44.8%
45220.410	Water and Sewer Charges		0	0	3,975	4,296	8.1%
45220.434	Maintenance - Buildings/Grounds		0	0	10,694	9,996	-6.5%
45220.441	Land Lease		0	0	500	500	0.0%
45220.442	Equipment Rental		0	0	7,500	7,300	-2.7%
45220.500	Training, Conferences, Dues		0	0	1,887	1,990	5.5%
45220.610	Supplies		0	0	12,162	12,250	0.7%
45220.622	Electrical Service		0	0	28,009	29,852	6.6%
45220.623	Heating/Natural Gas		0	0	5,409	5,574	3.1%
45220.626	Gas, Grease and Oil		0	0	2,109	2,923	38.6%
	Subtotal Parks & Facilities		0	0	243,409	251,817	3.5%
=====							
	TOTALS		0	0	674,728	711,764	5.5%
=====							

EJRP FY19 Capital Budget

Item	Explanation	Amount
Resurfacing	Playground resurfacing at Cascade Park and Maple Street Park	\$ 7,040
Lighting & Technology	Parking lot security cameras at Maple Street Park	\$ 7,500
Fencing	Addition of 2nd batting cage at Maple Street Park	\$ 4,000
Field Maintenance	Irrigation of outfield of lighted field at Maple Street Park	\$ 5,500
Park Amenities	Electronic sign lease, skate ramps repair, bike fixit station	\$ 11,160
Buildings & Facilities	Completion of program space and maintenance garage	\$ 70,000
Landscaping	Annual allocation for tree and grounds maintenance	\$ 5,500
TOTAL:		\$ 110,700

Note: budget total built on maintaining \$0.01 recreation capital budget, built on 1.00% growth of 10,960,423 grand list

Brownell Library's proposed FY19 budget includes the following increases:

An increase in Computer Expense (45551.340) because previously used program for no cost to public libraries volume licensing for antivirus software has been discontinued resulting in the need to purchase volume licensing antivirus software going forward. There will also be standard increases in for other software support pricing.

An increase in Contact Services (45551.423) to reflect standard increased costs of carpet and other seasonal cleaning.

An increase in Maintenance – Buildings and Grounds (45551.434) to reflect standard increases in service contracts (HVAC, fire systems inspections, etc.).

An increase to Alarm System Maintenance (45551.436) to reflect increased maintenance costs for panic button system.

An increase in Technology Access (45551.530) due to an increase in subscription fees (downloadable ebook and audiobook service has had first rate increase in several years).

An increase in Volunteer Expenses (45551.574) to help assist further with volunteer appreciation costs.

An increase in Adult (45551.640) and Juvenile (45551.641) Collections to reflect purchasing of e-materials available directly to Brownell patrons providing better service, through Overdrive Advantage program, a program available through the LUV Overdrive statewide downloadable book service.

An increase in Childrens' (45551.837) Programs to reflect material and program costs for additional STEM programming, and also to make up for an inherited cost disparity in program costs that is being addressed by new youth staff.

A Capital Outlay (45551.891) request for furniture need in youth area as current furniture is not holding up, and there is a seating shortage created by the removal of the wall separating the young adult area (an improvement to address ongoing problem behavior in that space).

BROWNELL LIBRARY BUDGET

12/11/17
4:41 PM

Acct. #	Account	FYE16	FYE17	FYE17	FYE18	FYE19	% Change 19 vs 18
		Actual	Budget	Actual	Budget	Proposed Budget	
45551.110	Salaries - Regular	289,742	314,229	306,743	313,189	319,700	2.1%
45551.140	Salaries - Part-time	94,186	106,800	101,249	109,524	103,632	-5.4%
45551.210	Health Insurance & Other Benefits	92,376	106,126	87,266	116,088	107,125	-7.7%
45551.220	Social Security	29,043	32,695	31,279	32,500	32,458	-0.1%
45551.226	Workers Compensation Insurance	1,472	1,274	1,295	1,514	1,207	-20.3%
45551.230	Retirement	28,459	31,423	27,910	31,319	31,970	2.1%
45551.250	Unemployment Insurance	1,098	1,324	508	1,364	600	-56.0%
45551.340	Computer Expenses	2,398	3,500	3,866	3,500	4,000	14.3%
45551.410	Water and Sewer Charges	778	900	837	900	900	0.0%
45551.423	Contractual Services	25,251	28,425	29,213	33,183	34,000	2.5%
45551.434	Maintenance - Buildings/Grounds	17,230	19,000	24,571	20,000	22,000	10.0%
45551.436	Alarm System Maintenance	465	525	1,385	525	625	19.0%
45551.500	Training, Conferences, Dues	2,478	3,000	1,585	4,000	4,000	0.0%
45551.521	Liability & Property Ins.	11,096	12,375	13,163	11,385	8,542	-25.0%
45551.530	Technology Access	4,831	5,500	5,192	6,000	7,700	28.3%
45551.535	Telephone Services	1,143	1,200	1,213	1,200	1,200	0.0%
45551.536	Postage	3,030	3,500	2,151	3,500	3,500	0.0%
45551.572	Interview Costs	409	500	575	500	500	0.0%
45551.574	Volunteer Expenses	410	600	645	700	800	14.3%
45551.610	Supplies	12,362	13,000	11,528	13,000	13,000	0.0%
45551.622	Electrical Service	14,988	15,250	14,990	15,250	15,250	0.0%
45551.623	Heating	6,094	7,400	6,144	7,400	7,400	0.0%
45551.640	Adult Collection-Print&Electronic	31,618	34,500	32,964	36,500	38,500	5.5%
45551.641	Juvenile Collection-Prnt&Electronic	16,197	17,250	13,552	18,250	19,250	5.5%
45551.677	Computer Replacement	6,815	8,000	7,179	8,000	8,000	0.0%
45551.836	Adult Programs	193	500	351	1,000	1,000	0.0%
45551.837	Childrens' Programs	2,819	3,200	3,071	4,000	4,500	12.5%
45551.891	Capital Outlay	0	4,400	6,534	4,000	4,000	0.0%
TOTALS		696,980	776,396	736,958	798,291	795,359	-0.4%



2 Lincoln Street
Essex Junction, VT 05452
www.essexjunction.org

Office: (802) 878-6944
Fax: (802) 878-6946

TO: Village Trustees
FROM: Chris Gaboriault, Fire Chief
DATE: December 4, 2017
SUBJECT: Budget Transmittal

The Essex Junction Fire Department has completed our proposed budget for FY19. We are requesting an increase of 20.66% for FY19.

The proposed increase allows both Essex and Essex Junction Fire Department(s) to align our pay policy. Essex Junction Fire will be paying fire ground personnel to maintain training requirements throughout the year. We expect to be paying an additional 3,000+ hours of service on an annual basis. The increase to salaries will also impact our Social Security and Workman's Compensation budget lines as well.

Vehicle Maintenance is being increased by \$1,000 as annual costs are approaching or exceeding \$20,000.00. Uniforms is being increased by \$1,750 to cover the rising cost of protective gear and equipment.

The salary increase is in support of our "pay for performance" standard moving forward. Along with minimum training requirements, fire ground personnel will be required to achieve a minimum fire call attendance requirement to be measured twice annually. Our goal is to provide a high-quality Fire Protection Service while maintaining a paid call staff.

I look forward to discussing our proposed budget with you later this year.

FIRE DEPARTMENT BUDGET

12/11/17
4:41 PM

Acct. #	Account	FYE16 Actual	FYE17 Budget	FYE17 Actual	FYE18 Budget	FYE19 Proposed Budget	% Change 19 vs 18
42220.140	Salaries - Firefighters	133,620	150,000	150,636	162,000	216,000	33%
42220.200	Employee Assistance Program	864	864	864	864	864	0%
42220.210	Accident & Disability Ins.	3,600	3,600	3,619	3,600	3,600	0%
42220.220	Social Security	10,190	11,511	11,289	12,393	16,575	34%
42220.226	Workers Compensation Insurance	22,962	27,000	25,801	28,000	37,000	32%
42220.410	Water and Sewer Charges	610	600	603	610	610	0%
42220.432	Vehicle Maintenance	23,007	14,000	20,825	17,000	18,000	6%
42220.434	Maintenance - Building/Grounds	6,496	6,000	11,250	6,000	6,000	0%
42220.443	Radio Maintenance	1,425	2,000	2,760	1,800	1,800	0%
42220.500	Training, Conferences, Dues	2,657	5,000	3,915	4,000	4,000	0%
42220.521	Liability & Property Ins.	7,446	8,767	8,502	7,968	6,670	-16%
42220.535	Telephone Services	3,520	3,400	3,607	3,500	4,000	14%
42220.566	Physical Exams	7,112	6,000	6,456	6,600	6,600	0%
42220.570	Maintenance - Other	18,285	14,500	11,322	15,500	15,000	-3%
42220.578	Emergency Generator Maintenance	480	500	739	480	480	0%
42220.610	Supplies	4,721	2,400	2,395	3,000	3,000	0%
42220.611	New Equipment - Radios	2,195	2,000	0	1,500	1,500	0%
42220.612	Uniforms, Boots, Etc.	18,564	21,000	21,912	21,250	23,000	8%
42220.615	EMS Supplies	684	1,000	860	1,000	1,000	0%
42220.622	Electrical Service	7,233	7,000	7,067	7,300	7,300	0%
42220.623	Heating	3,701	5,200	3,917	4,800	4,800	0%
42220.626	Gas, Grease and Oil	3,271	6,500	3,656	6,000	6,000	0%
42220.838	Fire Prevention	2,018	2,000	1,931	2,000	2,000	0%
42220.889	Routine Equipment Purchases	14,802	14,500	15,288	15,000	15,000	0%
TOTALS		299,463	315,342	319,214	332,165	400,799	20.66%

STREET DEPARTMENT - \$1,141,948

Represents an overall increase of \$20,499 or 1.8% over the FYE19 Budget

There is very little change in this budget this year. As in previous years, the Town is proposed to fund this budget which includes Stormwater.

Areas of significant change to the Street Budget are as follows:

Acct #	Description
43110.434	Maintenance – Buildings/Grounds - (+\$1,500) Additional funds are budgeted in this line item to paint the Shop on the outside.
43110.442	Equipment Rentals – (-\$4,000) This line item has been reduced. In previous years we have rented a wheel loader. This piece of equipment has now been purchased by the Wastewater Treatment Facility and will be shared with the Street Department.
43110.617	Signs and Posts – (-\$1,000) Vtrans paved the Class 1 highways this year and replaced many of the signs along the routes. Public Works kept those signs and will use them in FYE19 so we will not need to purchase as many as in other years.
43160.610	Street Lights Supplies/Maint – (+\$4,500) The cost of maintaining the Gas lamp type Street Lights and the switch to LED bulbs are the drivers for the increase in this line item.
43110.891	Capital Outlay (+\$0) As in FYE18, \$6,000 has been budgeted as the historical amount spent for items of this nature (non-recurring purchases over \$1,000).

Memorandum

TO: Patrick C. Scheidel, Municipal Manager and the Trustees

FROM: Dennis Lutz, P.E., Public Works Director

DATE: 14 December 2017

SUBJECT: Village Highway Budget

The proposed Village Street Department Budget has been reviewed by me and discussed with both Ricky Jones and Lauren Morrissette. The overall budget increase is 1.8% when the storm water salaries and related storm water costs are included and 2.2% when they are excluded.

Very few changes were made to the originally reviewed budget. One recommended change was a small increase to line item 43110.616, gravel and topsoil, and a small reduction in the increase in winter maintenance costs. Overall, these changes were negligible in their effect on the budget's bottom line. In addition, some comment were added to certain line items to further explain reasons for expenditures in FYE17 or proposed increases for FYE19.

I recommend approval of the submitted budget.

Appended to this memorandum is a copy of the narrative portion of the Town Public Works Budget, which includes information on the Village Street Budget. The copy provided has red corrections reflecting the budget cuts made by the Municipal Manager in the Town Budgets for which I am responsible. The narrative does not include any future changes that may be made by the Trustees to the Village Street Budget.

FYE 2019
TOWN PUBLIC WORKS
(INCLUDING VILLAGE STORM WATER COSTS)
BUDGET NARRATIVE

Public Works is requesting an increase to the budget for FYE 2019 of ~~3.2%~~^{2.9%} over the previous year calculated on the budgets for Public Works Administration, Highway, Buildings and Plant, Landfill Monitoring, Conservation and Storm-water. The total increase requested over all the accounts is ~~\$94,652.~~^{87,652}

This number does not include the Village Highway Budget. The combined impact of both the proposed Village Highway Budget and the Town Public Works Budget is presented at the end of this narrative.

Public Works budgets approved over the past seven years have increased as follows:

<u>Time Frame</u>	<u>Percentage increase</u> <u>Over the previous year</u>
FYE17 to FYE18	1.3% (not including addition of Village Highway/Storm)
FYE16 to FYE17	3.5% (not including addition of Village Highway/Storm)
FYE15 to FYE16	1.7% (not including addition of Village Highway/Storm)
FYE14 to FYE15	4.8%
FYE13 to FYE14	3.9%
FYE12 to FYE13	2.7%
FYE11 to FYE12	<u>1.6%</u>
Average over 7 years = 2.8%	

The approved budget increase for FYE17 to FYE18 was very low compared to other years. The requested increase for FYE19 is close to the historical average and in line with long term cost increases for Public Works.

The total dollar value of the requested increase in all accounts for FYE2019 is ~~\$94,652~~^{\$87,652} or ~~3.2%~~^{2.9%}

There are 4 major line items that account for ~~123%~~^{124%} of the requested \$94,652 increase and these are in descending order of financial impact.

- | | | |
|----|---|--|
| 1. | Salaries and Benefits with Village Storm Water Salaries | \$91,554 ^{84,554} increase |
| 2. | Implementation of Vehicle Replacement Plan | \$10,000 increase |
| 3. | Winter contract plowing costs for Town Center area | \$8,600 increase |
| 4. | Winter General Supplies | <u>\$5,800 increase</u> |
| | | \$115,954 ^{108,954} increase |

The combination of other savings and minor line item increases/decreases reduced the impact of these budget increases from the ~~\$115,954~~ figure to ~~\$94,554~~.

~~108,954~~ ~~\$94,554~~^{\$87,652}

GENERAL HISTORY

The budget presented by the Public Works Department for consideration involves four major categories: Public Works Administration, Highway, Buildings and Plant, Storm-water and two minor categories -- Landfill Monitoring and Conservation. The Sewer and Water Budgets are enterprise funds and they will be submitted separately in the early spring of 2018.

The history of expenditures for all Public Works' budgets is provided for information purposes.

ALL PUBLIC WORKS GENERAL FUND BUDGETS

<u>Year</u>	<u>Budge</u>	<u>Spent</u>	<u>Difference</u>	<u>%</u>	<u>%with grants/ other factors</u>
FYE2017	\$3,987,456	\$3,849,518	\$137,938 under	-3.4%	
FYE2016	\$3,630,054	\$3,595,231	\$34,823 under	-1%	
FYE2015	\$2,706,699	\$2,675,654	\$31,045 under	-1.1%	
FYE2014	\$2,581,761	\$2,765,941	\$184,180 over	7.1%	.6% over
FYE2013	\$2,484,911	\$2,641,785	\$159,874 over	6.4%	1.4% under
FYE2012	\$2,422,038	\$2,370,414	\$51,624 under	-2.1%	
FYE2011	\$2,383,311	\$2,482,991	\$99,680 over	4.1%	
FYE2010	\$2,273,051	\$2,245,237	\$27,814 under	- 1.2%	1.4% under
FYE2009	\$2,318,633	\$2,218,925	\$99,708 under	- 4.3%	
FYE2008	\$2,269,717	\$2,143,094	\$126,623 under	- 5.5%	
FYE2007	\$2,158,617	\$2,149,916	\$8,701 under	- . 4%	2% under
FYE2006	\$1,966,689	\$2,101,484	\$134,795 over	6.8%	.4% under
FYE2005	\$1,842,294	\$1,988,790	\$146,496 over	8%	.1% over
FYE2004	\$1,786,365	\$1,875,430	\$89,065 over	4.9%	1.6% over
FY2003	\$1,671,617	\$1,702,992	\$31,375 over	1.9%	
FY2002	\$1,563,378	\$1,606,881	\$43,503 over	2.8%	1.3% over
FY2001	\$1,440,613	\$1,472,896	\$32,373 over	2.2%	
FY2000	\$1,380,951	\$1,492,897	\$27,607 over	1.9%	1.9% over
FY1999	\$1,318,922	\$1,342,157	\$23,235 over	1.7%	
FY1998	\$1,270,198	\$1,274,640	\$4,442 over	.3%	.3% over
FY1997	\$1,206,595	\$1,227,497	\$20,902 over	1.7%	
FY1996	\$1,192,796	\$1,195,346	\$2,550 over	.2%	
FY1995	\$1,076,986	\$1,060,226	\$16,760 under	1.5%	
FY1994	\$1,151,414	\$1,115,426	\$35,988 under	- 3.1%	
FY1993	\$1,023,635	\$1,024,654	\$1,019 over	.1%	
FY1992	\$1,024,435	\$ 999,692	\$24,743 under	- 2.4%	

NOTE: The FYE2016 and FYE2017 numbers include Village Highway and Storm water costs.

RECENT HISTORY

SUMMARY OF FY2017 BUDGETS

	<u>FYE2017 BUDGET</u>	<u>FYE2017 ACTUAL</u>	<u>DIFF</u>	<u>%</u>
Public Works	\$135,924	\$138,146	+\$2,222	1.6 % over*1
Highway (Town)	\$2,185,036	\$2,156,439	-\$28,597	1.3% under *2
Building & Plant	\$285,340	\$288,917	+\$3577	1.3% over*3
Landfill Monitoring	\$12,500	\$10,138	-\$2,362	19% under*4
Conservation	\$20,900	\$10,007	-\$10,893	52% under*5
Storm-water	<u>\$308,250</u>	<u>\$247,943</u>	<u>-\$60,307</u>	<u>19.6% under*6</u>
Unadjusted Totals	\$2,947,950	\$2,851,590	-\$96,360	3.3% under
Village Highway	<u>\$1,000,641</u>	<u>\$1,000,642</u>	<u>\$1</u>	<u>even</u>
Total	\$3,948,591	\$3,852,232	-\$96,359	2.4% under

NOTE(S) *1 Public Works was overspent due to buyback of sick time and vacation return payments.

*2 The Town Highway budget was underspent due to the late spring conditions and the inability to work on proposed projects under damp, wet and cold conditions.

*3 Buildings was over due to purchase of the generator for 81 Main Street.

*4 Landfill was under due to lower testing costs.

*5 Conservation was under due to salaries being costed against Highway salaries and not Conservation; in the FYE proposed Budget, the gardener's salary is budgeted against Highway.

*6 Storm water as under due to delays by the State in issuing permits and guidance for phosphorous removal.

PROPOSED FYE2019 BUDGET OVERVIEW

The proposed budget for FYE2019 is a realistic budget to meet current service levels.

SUMMARY

	<u>FYE2018 BUDGET</u>	<u>FYE2019 BUDGET</u>	<u>DIFF.</u>	<u>%</u>
Public Works	\$141,632	\$143,184	+\$1,552	+1.1%
Highway Town	\$2,223,079	2298459 \$2,305,459	75,380 +\$82,380	+3.7% 3.4%
Buildings & Plant	\$264,585	\$267,140	+\$2,555	+1%
Landfill Monitoring	\$14,500	\$13,500	-\$1,000	-6.9%
Conservation	\$20,650	\$15,450	-\$5,200	-25%
Storm-water Compliance	<u>\$324,558</u>	<u>\$338,923</u>	<u>+\$14,365</u>	<u>+4.4 %</u>
Total Town	\$2,989,004	3076656 \$3,083,656	87,652 +\$94,652	+3.2% +2.8%
Village Highway	<u>\$1,059,989</u>	<u>\$ 1,081,690</u>	<u>+\$21,701</u>	<u>+ 2 %</u>
Total Town and Village	\$4,048,993	4158346 \$4,165,346	109,353 \$ 116,353	+2.9% 2.7%

**I. PROPOSED PUBLIC
WORKS ADMINISTRATION BUDGET**

For FYE2019, an increase of \$1,552 or 1.1% is requested in the Public Works Administration budget.

<u>Category</u>	<u>FY2018</u>	<u>FY2019</u>	<u>Change</u>	<u>Percent</u>
Salaries & Overtime	\$89,557	\$92,517	+\$2,960	+3.3 %
Benefits	\$36,620	\$35,742	-\$ 878	-2.4%
Other items	<u>\$15,455</u>	<u>\$14,925</u>	<u>- \$530</u>	<u>- 3.4%%</u>
	\$141,632	\$143,184	+\$1,552	+1.1%

KEY INCREASES AND REASONS

(greater than or equal to \$500)

\$2,960 increase in salaries due to payments for earned hours plus overtime for secretary.

KEY DECREASES AND REASONS

(greater than or equal to more than \$500 decrease)

\$878 decrease in benefits.

II. PROPOSED HIGHWAY BUDGET

For FYE2019, the budget request is for an increase of \$82,380 or 3.7%. The largest dollar increase occurs in salaries. The salary increase is impacted by the Union Contract changes to allow buy-back of some sick leave, anticipated pay raises and the addition of one half-time employee. Winter Maintenance is the next highest category due to increased costs for contractual services over an expanded area. The third highest is an increase in the vehicle replacement line item.

TOWN HIGHWAY AND STREETS SUMMARY TABLE

<u>Category</u>	<u>FYE2018</u>	<u>FYE2019</u>	<u>Change</u>	<u>Percent</u>
Salaries/Benefits	\$1,041,429	\$1,102,099	+\$60,670	+5.8%
General Maintenance	\$212,690	\$210,660	-\$2,030	- <1%
Vehicle Replacement	\$175,000	\$185,000	+\$10,000	+6%
Summer Construction	\$307,760	\$305,900	-\$1,860	<-1 %
Traffic Control Devices	\$ 34,600	\$ 35,800	+\$1,200	+3.5%
Sidewalks	\$ 22,000	\$ 22,000	+\$0	+0%
Winter Maintenance	\$207,100	\$221,500	+\$14,400	+6.9%
Bridges	\$0	\$ 500	+\$500	NA
Storm Drainage	\$132,500	\$ 130,500	-\$2,000	-1.5%
Electricity (street lights)	<u>\$90,000</u>	<u>\$91,500</u>	<u>+\$1,500</u>	<u>+3%</u>
Totals	\$2,223,079	\$2,305,459	+83,380	+3.7%

KEY INCREASES AND REASONS

(greater than or equal to \$500)

- 1) \$60,670 increase in salaries and benefits with one new ½ time employee shared with water/sewer for the other ½ time salary; movement of part-time gardener salary from conservation to highway to provide for consolidation of all labor costs under salary
- 2) \$3,500 increase in professional services due to history of expenses and number of CCRPC committed and shared cost studies underway.
- 3) \$3,000 increase in repairs and maintenance services on buildings due to the history of higher expenditures.
- 4) \$500 increase in repairs and maintenance supplies highway buildings due to the history of higher expenditures.
- 5) \$970 increase in other purchased services due to history of expenditures
- 6) \$1,000 increase in travel due to history of expenditures and new employees within the past 2 years
- 7) \$10,000 increase in vehicles due to a revised vehicle replacement plan
- 8) \$2,140 increase in summer construction rentals for increased rental of excavator
- 9) \$2,000 increase in traffic control devices general supplies for added lit pedestrian crossing signals
- 10) \$8,600 increase in winter – other purchased services for added costs for contract sidewalk plowing.
- 11) \$5,800 increase in winter general supplies for salt and sand due to the history of expenditures.
- 12) \$500 increase in bridges to enable maintenance
- 13) \$1,500 increase in street lighting due to the history of expenditures

KEY DECREASES AND REASONS

(greater than or equal to more than \$500 decrease)

- 1) \$2,000 decrease in repairs and maintenance services – vehicles due to projected reduction in overall costs
- 2) \$2,090 decrease in communication due to anticipated lower costs
- 3) \$7,300 decrease in machinery and equipment to maintain replacement funding.
- 4) \$4,000 decrease in summer construction supplies to reduce overall budget costs

- 5) \$800 decrease in traffic control devices – other purchased services for reduction in maintenance costs
- 6) \$2,000 decrease in storm drainage supplies due to the history of expenditures

III. PROPOSED BUILDINGS AND PLANT BUDGET

An increase of \$2,555 or 1% is requested based on the following:

BUILDINGS FYE 2019

Account Number	Description	Current Budget	Proposed Budget	Change	Percent
10-41940.410	Water + Sewer	\$3,110	\$1,950	-\$1,160	-37%
10-41940.430	R + M Services	\$24,500	\$29,300	\$4,800	20%
10-41940.431	R + M Supplies	\$4,100	\$3,500	-\$600	-15%
10-41940.535	Telephone	\$19,000	\$22,625	\$3,625	19%
10-41940.536	Postage	\$13,700	\$13,700	\$0	0%
10-41940-570	Other Purchased Services	\$9,500	\$9,740	\$240	2.5%
10-41940.610	General Supplies	\$24,350	\$27,000	\$2,650	13%
10-41940.622	Electric	\$22,000	\$18,900	-\$3,100	-14%
10.41940.624	Heating	\$12,500	\$11,000	-\$1,500	-12.5%
10-41940.626	Gasoline	\$119,325	\$117,325	-\$2,000	-1.7%
10-41940.741	Mach. + Equip	\$10,500	\$10,100	-\$400	-3.8%
10.41940.802	Memorial Hall	\$2,000	\$2,000	\$0	0%
TOTAL	BUILDINGS	\$264,585	\$267,140	\$2,555	1%

KEY INCREASES AND REASONS

(greater than or equal to \$500)

- 1) \$4,800 increase in repairs and maintenance services due to history of expenditures
- 2) \$3,625 increase in telephone costs due to the history of expenditures
- 3) \$2,650 increase in general supplies due to the history of expenditures

KEY DECREASES AND REASONS

(greater than or equal to \$500)

- 1) \$1,160 decrease in water+ sewer due to history of expenditures
- 2) \$600 decrease in repairs and maintenance supplies due to the history of expenditures.
- 3) \$3,100 decrease in electric due to the history of expenditures.
- 4) \$1,500 decrease in heating due to history of expenditures.
- 5) \$2,000 decrease in gasoline due to the overall decline in oil and fuel prices

**IV. PROPOSED
LANDFILL MONITORING
BUDGET**

KEY DECREASES AND REASONS

(greater than or equal to \$500)

Overall decrease in testing costs due to history of expenditures.

**V. PROPOSED
CONSERVATION BUDGET**

KEY DECREASES AND REASONS

(greater than or equal to \$500)

The decrease in budget is \$5,200 due primarily to transfer of labor costs to highway.

VI. PROPOSED STORM WATER COMPLIANCE BUDGET

A \$14,365 increase (4.4%) is requested for storm water.

Account Number	Description	Current Budget	Proposed Budget	Change	Percent
10-43151.110	Salaries	\$101,378	\$121,152	\$19,774	+19.5%
10-43151.210 to .340	Benefits	\$34,763	\$43,781	\$9,018	+26%
	Village Salaries and Benefits	\$61,537	\$64,210	\$2,673	+4.3%
10-43151.330	Professional Services	\$31,000	\$25,000	-\$6,000	-19%
10-43151.450	Construction of Facilities	\$15,000	\$15,000	\$0	0%
10-43151.540	MS4 Compliance Fees/Advertising	\$37,000	\$34,000	-\$3,000	-8.1%
10-43151.570	Other Purchased Services	\$12,600	\$12,600	\$0	0%
10.43151.580	Travel	\$3,180	\$3,180	\$0	0%
10-43151.581	Taxes, Licenses, Registration	\$28,100	\$20,000	-\$8,100	-29%
TOTAL	STORMWATER	\$324,558	\$338,923	\$14,365	4.4%

KEY INCREASES AND REASONS
(greater than or equal to \$500)

\$31,465 increase in salaries and benefits (including Village salaries)

KEY DECREASES AND REASONS
(greater than or equal to \$500)

- 1) \$6,000 decrease in Professional Services based on the history of expenditures and grants
- 2) \$3,000 decrease in MS4 Compliance Fees/Advertising based on the history of expenditures
- 3) \$8,100 decrease in Taxes, Licenses and Registration based on the history of expenditures and anticipated permit costs

FYE 2019
CONSOLIDATED PUBLIC WORKS
(INCLUDING VILLAGE
STORM WATER COSTS)
BUDGET NARRATIVE

<u>BUDGET CATEGORY</u>	<u>FYE 2018</u>	<u>PROPOSED</u> <u>FYE 2019</u>	<u>DIFFERENCE</u>	<u>PERCENT</u> <u>CHANGE</u>
TOWN PUBLIC WORKS	\$2,988,927	3,076,656 \$3,083,656	87,652 \$94,652	2.9% +3.2%
VILLAGE STREET DEPARTMENT	\$1,059,989	\$1,081,690	\$21,701	+2%
<u>CONSOLIDATED BUDGET</u>	\$4,048,916	\$4,165,346 4,158,346	\$116,353 109,353	+2.9% 2.7%

Note: The Village Highway Budget increased by \$21,701 or 2%, exclusive of Village storm salaries and benefits, which are reflected in the Town Budget under Town Storm water. They increased by 4.3%. The following four budget line items accounted for 109% of this increase:

1. Salaries and Benefits.....\$13,102
2. Street Light Supplies and Maintenance.....\$4,500
3. Increase in Winter Maintenance\$3,000
4. Increase in Vehicle Maintenance\$3,000

Total \$23,602

More detailed information on the proposed Village Highway Budget is provided at the end of the narrative section.

STREET DEPARTMENT BUDGET

12/12/17
9:56 AM

Acct. #	Account	FYE16 Actual	FYE17 Budget	FYE17 Actual	FYE18 Budget	FYE19 Proposed Budget	% Change 18 vs 17
43110.110	Salaries - Regular	151,216	156,245	153,903	162,824	173,146	6.3%
43110.130	Salaries - Overtime	11,919	16,300	16,398	16,300	17,278	6.0%
43110.140	Salaries - Part-time	20,058	17,000	22,973	23,304	23,573	1.2%
43110.210	Health Insurance & Other Benefits	51,946	65,445	51,752	71,587	72,154	0.8%
43110.220	Social Security	13,846	14,956	14,967	15,577	16,448	5.6%
43110.226	Workers Compensation Insurance	13,464	12,654	12,451	14,677	13,985	-4.7%
43110.230	Retirement	15,453	15,625	15,891	16,282	17,315	6.3%
43110.250	Unemployment Insurance	494	631	240	631	300	-52.5%
43110.410	Water and Sewer Charges	1,647	1,517	2,325	1,700	2,100	23.5%
43110.432	Vehicle Maintenance	17,704	22,000	37,213	22,000	25,000	13.6%
43110.434	Maintenance - Buildings/Grounds	4,698	2,500	4,650	3,500	5,000	42.9%
43110.441	ROW Leases	10,325	11,343	10,163	11,764	12,472	6.0%
43110.442	Equipment Rentals	5,081	8,000	12,046	9,000	5,000	-44.4%
43110.443	Radio Maintenance	0	200	747	200	500	150.0%
43110.500	Training, Conferences, Dues	499	500	211	500	500	0.0%
43110.521	Liability & Property Ins.	14,448	16,878	15,818	15,343	12,288	-19.9%
43110.535	Telephone Services	3,230	3,000	3,244	3,500	3,500	0.0%
43110.565	Rubbish Removal	6,694	6,500	8,131	7,000	8,000	14.3%
43110.570	Maintenance - Other	1,161	1,200	2,206	2,000	2,000	0.0%
43110.572	Interview Costs	435	500	189	500	500	0.0%
43110.573	Accident Claims	1,149	500	1,000	1,000	1,000	0.0%
43110.576	Engineering Services	33,402	10,000	18,841	10,000	10,000	0.0%
43110.582	Traffic Calming	0	500	150	500	500	0.0%
43110.610	Supplies	28,448	17,500	28,866	20,000	22,000	10.0%
43110.612	Uniforms, Boots, Etc.	5,481	6,000	5,290	6,000	6,000	0.0%
43110.616	Gravel & Topsoil	8,279	5,000	3,027	7,000	6,000	-14.3%
43110.617	Signs and Posts	10,542	3,500	1,107	4,000	3,000	-25.0%
43110.622	Electrical Service	3,167	4,200	3,478	4,000	4,000	0.0%
43110.623	Heating	2,830	4,000	3,185	4,400	4,000	-9.1%
43110.626	Gas, Grease and Oil	18,707	30,000	26,243	32,000	30,000	-6.3%
43110.891	Capital Outlay	7,747	9,000	0	6,000	6,000	0.0%
43120.444	Street Marking	8,177	7,000	6,852	8,000	9,000	12.5%
43120.570	Sidewalk and Curb Maintenance	4,661	5,000	1,296	5,000	5,000	0.0%
43120.610	Pavement Maintenance	31,275	218,000	166,758	225,000	225,000	0.0%
43123.570	Traffic Light Maintenance	3,786	2,000	2,100	3,000	3,500	16.7%
43123.622	Traffic Lights (electrical)	7,553	6,000	5,313	7,900	6,200	-21.5%
43125.570	Contractual Services	6,838	17,000	21,077	20,000	20,000	0.0%
43125.610	Winter Maintenance	78,688	110,000	113,674	115,000	118,000	2.6%
43151.110	Stormwater Salaries	41,201	40,766	40,901	41,616	44,011	5.8%
43151.210	Stormwater Health and Other Ins	7,829	9,374	7,766	10,254	10,305	0.5%
43151.220	Stormwater Social Security	3,151	3,119	3,132	3,184	3,390	6.5%
43151.226	Stormwater Workers Comp	2,017	1,940	2,023	2,164	2,199	1.6%
43151.230	Stormwater Retirement	4,002	4,077	3,916	4,162	4,244	2.0%
43151.250	Stormwater Unemployment	36	76	32	80	40	-50.0%
43151.430	Storm Sewer Maintenance	17,600	15,000	8,500	30,000	30,000	0.0%
43160.610	Street Lights Supplies/Maint.	7,590	3,500	15,164	7,500	12,000	60.0%
43160.622	Street Lights (rental/electrical)	121,095	131,948	119,627	122,000	122,000	0.0%
43161.000	Streetscape Maint./Imp.	13,596	16,000	11,049	16,000	16,000	0.0%
43161.001	Village Garden Spots	5,173	3,000	2,725	4,000	4,000	0.0%
43161.002	Memorial Park Maintenance	3,349	3,000	2,780	3,500	3,500	0.0%
TOTALS		831,688	1,059,993	1,011,390	1,121,449	1,141,948	1.8%

storm-water

1,054,909 1,077,759 2.2% without storm-water

STREET DEPARTMENT BUDGET

12/14/17
4:10 PM

Acct. #	Account	FYE16	FYE17	FYE17	FYE18	FYE19	% Change 19 vs 18
		Actual	Budget	Actual	Budget	Proposed Budget	
43110.110	Salaries - Regular	151,216	156,245	153,903	162,824	173,146	6.3%
43110.130	Salaries - Overtime	11,919	16,300	16,398	16,300	17,278	6.0%
43110.140	Salaries - Part-time	20,058	17,000	22,973	23,304	23,573	1.2%
43110.210	Health Insurance & Other Benefits	51,946	65,445	51,752	71,587	72,154	0.8%
43110.220	Social Security	13,846	14,956	14,967	15,577	16,448	5.6%
43110.226	Workers Compensation Insurance	13,464	12,654	12,451	14,677	13,985	-4.7%
43110.230	Retirement	15,453	15,625	15,891	16,282	17,315	6.3%
43110.250	Unemployment Insurance	494	631	240	631	300	-52.5%
43110.410	Water and Sewer Charges	1,647	1,517	2,325	1,700	2,100	23.5%
43110.432	Vehicle Maintenance	17,704	22,000	37,213	22,000	25,000	13.6%
43110.434	Maintenance - Buildings/Grounds	4,698	2,500	4,650	3,500	5,000	42.9%
43110.441	ROW Leases	10,325	11,343	10,163	11,764	12,472	6.0%
43110.442	Equipment Rentals	5,081	8,000	12,046	9,000	5,000	-44.4%
43110.443	Radio Maintenance	0	200	747	200	500	150.0%
43110.500	Training, Conferences, Dues	499	500	211	500	500	0.0%
43110.521	Liability & Property Ins.	14,448	16,878	15,818	15,343	12,288	-19.9%
43110.535	Telephone Services	3,230	3,000	3,244	3,500	3,500	0.0%
43110.565	Rubbish Removal	6,694	6,500	8,131	7,000	8,000	14.3%
43110.570	Maintenance - Other	1,161	1,200	2,206	2,000	2,000	0.0%
43110.572	Interview Costs	435	500	189	500	500	0.0%
43110.573	Accident Claims	1,149	500	1,000	1,000	1,000	0.0%
43110.576	Engineering Services	33,402	10,000	18,841	10,000	10,000	0.0%
43110.582	Traffic Calming	0	500	150	500	500	0.0%
43110.610	Supplies	28,448	17,500	28,866	20,000	22,000	10.0%
43110.612	Uniforms, Boots, Etc.	5,481	6,000	5,290	6,000	6,000	0.0%
43110.616	Gravel & Topsoil	8,279	5,000	3,027	7,000	6,000	-14.3%
43110.617	Signs and Posts	10,542	3,500	1,107	4,000	3,000	-25.0%
43110.622	Electrical Service	3,167	4,200	3,478	4,000	4,000	0.0%
43110.623	Heating	2,830	4,000	3,185	4,400	4,000	-9.1%
43110.626	Gas, Grease and Oil	18,707	30,000	26,243	32,000	30,000	-6.3%
43110.891	Capital Outlay	7,747	9,000	0	6,000	6,000	0.0%
43120.444	Street Marking	8,177	7,000	6,852	8,000	9,000	12.5%
43120.570	Sidewalk and Curb Maintenance	4,661	5,000	1,296	5,000	5,000	0.0%
43120.610	Pavement Maintenance	31,275	218,000	166,758	225,000	225,000	0.0%
43123.570	Traffic Light Maintenance	3,786	2,000	2,100	3,000	3,500	16.7%
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43151.220	Stormwater Social Security	3,151	3,119	3,132	3,184	3,390	6.5%
43151.226	Stormwater Workers Comp	2,017	1,940	2,023	2,164	2,199	1.6%
43151.230	Stormwater Retirement	4,002	4,077	3,916	4,162	4,244	2.0%
43151.250	Stormwater Unemployment	36	76	32	80	40	-50.0%
43151.430	Storm Sewer Maintenance	18,427	15,000	8,500	30,000	30,000	0.0%
43160.610	Street Lights Supplies/Maint.	7,590	3,500	15,164	7,500	12,000	60.0%
43160.622	Street Lights (rental/electrical)	121,095	131,948	119,627	122,000	122,000	0.0%
43161.000	Streetscape Maint./Imp.	13,596	16,000	11,049	16,000	16,000	0.0%
43161.001	Village Garden Spots	5,173	3,000	2,725	4,000	4,000	0.0%
43161.002	Memorial Park Maintenance	3,349	3,000	2,780	3,500	3,500	0.0%
TOTALS		832,516	1,059,993	1,011,390	1,121,449	1,141,948	1.8%

Capital Reserve Plan FYE19 - \$2,001,931

The Capital Committee has prioritized numerous infrastructure projects over the past few years using a matrix. Projects proposed for FYE19 to be funded through the Capital Reserve Fund are:

Railroad Ave. Waterline Lincoln Pl to Central Ave.	\$ 95,430
Facilities Assessment	\$ 10,000
West St. & West St. Extension Intersection Improvements	\$100,616
Crescent Connector	<u>\$1,795,885</u>
Total	\$2,001,931

Most of Crescent Connector cost will be covered by grant money. The Transfer in from the General Fund this year is proposed to be \$317,751 – an increase of 7.5%.

Rolling Stock Fund FYE19 - \$231,177 Vehicles proposed for replacement in FYE19 are:

- Street Department 2010 Vector Truck - \$33,000**
- Street Department 2001 SkidSteer Sidewalk Plow - \$52,401**
- Street Department two 2011 Chevy Silverado 4WD Pickups - \$58,786**
- Street Department Trailer Mounted Boom Lift - \$30,164**
- Fire Department 2004 GMC Pickup - \$56,827**

The transfer in to the Rolling Stock Fund from the General fund in FYE19 is proposed to be \$223,624. This is an increase of \$10,000 or 4.7% from FYE18.

GENERAL FUND CAPITAL RESERVE PLAN

Rev.

PROJECTS FUNDED BY VILLAGE \$ ONLY	Rank	Ref. #	Project Total	Prior	FY17	FY18	FY19	FY20	FYE21	FYE22	FYE23	FYE24	FYE25	FYE26	Future
Railroad Ave. Waterline So. of Lincoln Pl. to Central Ave.	59	W	102,718	7,288			95,430								
Facilities Assessment							10,000								
Brownell Library Main Floor & Stairs Carpet Replacement	Done		41,628	29,628	12,000										
Hillcrest Sidewalk Imp from Pearl to Fleming School	Done		264,423		38,909	225,514									
Greenwood Ave. Drainage Course Improvements	56		55,743			55,743									
South St. Drainage	54		113,688			113,688									
West St. & West St. Ext. Intersection Improvements	54		100,616				100,616								
Lamoille Water Line Replacement	52	W	541,025				42,160	541,025							
Pearl Sidewalk West St. to Susie Wilson	51	W	80,339					80,339	1,020,573						
Central St. Waterline Lincoln St. to Main St.	50	W,S	1,146,452								1,146,452				
West St. Waterline - So. Summit to Hayden	48	W	588,831											588,831	
River St. Sidewalks Park to Riverside	47		753,961												753,961
Algonquin Ave. Waterline Installation/Roadway Reconst.	46	W	219,721												219,721
Main St. Sidewalk & Lighting Bridge to Crestview	46		421,077												421,077
Lincoln Hall Parking Lot	45		65,291												65,291
Briar Lane Sidewalk not paid by Bond Paving	done		21,791		21,791										
Totals Project Funded by Village \$ Only				125,000	72,700	394,945	206,046	42,160	621,364	1,020,573	0	1,146,452	0	588,831	1,460,050
PROJECTS FUNDED BY GRANTS															
Main St. Pedestrian Bridge		1	263,875				263,875								
Vtrans Structures Grant			(175,000)												
Main St. Pedestrian Bridge Net Cost to Village			88,875												
Crescent Connector Park St. to Main St.			4,590,000	805,973	192,257	1,795,885	1,795,885								
Fed & State Grants		4	(4,500,000)												
Crescent Connector Net Cost to Village			90,000												
Pearl St. Missing Link Project		6	2,372,000	122,820	630,599	1,618,581									
Federal & State Grants through CCRPC & Vtrans			(2,342,000)												
Pearl St. Missing Link Net Cost to Village			30,000												
Totals Project Funded by Grants Awarded					822,856	3,678,341	1,795,885	0	0	0	0	0	0	0	0
Total Cost of all Projects Funded by Village \$ Only and Grants					895,556	4,073,286	2,001,931	42,160	621,364	1,020,573	0	1,146,452	0	588,831	1,460,050

Updated 12/13/17

GENERAL FUND CAPITAL RESERVE FUNDING & FUND BALANCE

	Prior	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27
Beginning Fund Balance		182,922	592,121	469,827	589,207	903,630	664,466	53,633	492,980	(182,300)	323,085	276,418
Planned Spending		(895,556)	(4,073,286)	(2,001,931)	(42,160)	(621,364)	(1,020,573)	0	(1,146,452)	0	(588,831)	(1,460,050)
Funding Sources												
Vtrans Structures Grant-Main St. Ped Bridge	1	175,000										
Crescent Connector Grant	4	4,500,000	824,306	98,573	1,788,560	1,788,561						
Pearl St. Missing Link Grants	6	2,342,000	115,338	645,812	1,580,850							
CVE Annual Contribution			75,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Transfer in of Fund Balance					96,000							
General Fund Transfer In				274,960	295,582	317,751	341,582	367,201	394,741	424,346	456,172	490,385
Total Revenues			3,950,992	2,121,312	356,582	382,201	409,741	439,346	471,172	505,385	542,164	581,701
Ending Fund Balance			469,827	589,207	903,630	664,466	53,633	492,980	(182,300)	323,085	276,418	(601,930)

W, S - The project involves water line or sanitary sewer line work in addition to street/sidewalk work. Additional funds have been set aside in the Water and or Sanitation Capital Reserve for the water line or sanitary sewer line work.

Inflation rate 0.03
 Number of years

3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23

ROLLING STOCK FUND

12/11/17

V#	DEPT	VEHICLE	MAKE	REPLACEMENT YEAR	REPLACEMENT VALUE	TRADE IN VALUE	NET COST	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34	FY35	FY36	FY37	FY38
3	STREET	4WD PICK UP	CHEVY SILVERA	2016	33,148	15,000	18,148								29,548								41,432					
4	STREET	PICKUP	CHEVY SILVERA	2013	31,000	1,000	30,000							39,448										53,359				
5	STREET	DUMPTRUCK -DIESEL	FREIGHTLINER	2013	145,000	12,000	133,000								182,868												265,835	
6	STREET	DUMPTRUCK -DIESEL	FREIGHTLINER	2014	145,000	12,000	133,000									194,735												
7	STREET	DUMPTRUCK -DIESEL	INTERNATIONAL	2012	145,000	12,000	133,000						177,192															
8	STREET	JETTER VAC TRUCK	VAC-ON	2010	84,500	15,000	69,500		33,000													124,666						
9	STREET	LOADER	JOHN DEERE	2001	121,500	25,000	96,500									148,230												
11	STREET	SIDEWALK PLOW	TRACKLESS	2015	118,500	18,000	100,500					132,112									172,158							
12	STREET	SKID STEER SIDEWALK PLOW	CAT	2001	51,000	5,000	46,000		52,401											74,456								
10	STREET	SIDEWALK PLOW	PRINOTH	2017	148,000	20,000	128,000	142,745								184,867								239,519				
	STREET	ROLLER	ROSCOE	1979	15,000																							
15	STREET	PICKUP 4/WD 1 TON	CHEVY SILVERA	2011	35,000	10,000	25,000		29,393											39,902								
1	STREET	4WD PICKUP	CHEVY SILVERA	2011	35,000	10,000	25,000		29,393											39,902								
13	STREET	COMPRESSOR	SULLAIR	2017	14,880	2,500	12,380	12,380																				26,867
34	STREET	DUMP TRUCK -DIESEL	FREIGHTLINER	2016	146,701	20,000	126,701																					
16	STREET	VACUUM SWEEPER	JOHNSTON	2013	225,000	10,000	215,000									301,453												408,566
	STREET	TRAILER MOUNTED BOOM LIFT			31,800	5,000	26,800		30,164																			
	FIRE	PICKUP 8U61	GMC	2004	53,600	3,500	50,100		56,827																			90,488
	FIRE	XT1500 GMP PUMPER	PIERCE ARROW	2017	600,223	40,000	560,223	572,347																				1,803,599
	FIRE	105' AERIAL 8L3	PIERCE ARROW	2012	830,000	80,000	750,000																	2,017,369				
	FIRE	COMBINATION RESCUE/PUMPER	KME PREDATOR	2008	564,202	50,000	392,202												1,122,935									
	TOTAL				3,574,054			727,472	231,177	0	0	0	132,112	216,640	212,416	486,319	422,769	186,065	1,122,935	74,456	172,158	124,666	41,432	2,400,734	0	408,566	265,835	1,830,466

Rolling Stock Fund Funding and Fund Balance

Beginning Cash Balance							509,225	134,722	92,669	292,693	503,617	725,441	826,052	883,036	954,244	761,549	642,404	769,964	(29,348)	229,820	401,286	630,245	952,436	(1,074,674)	(691,050)	(705,992)	(568,203)	
Payment of Fire Truck Notes							(50,655)	(34,500)	(33,600)	(32,700)	(31,800)	(30,900)																
Planned Spending							(727,472)	(231,177)	0	0	0	(132,112)	(216,640)	(212,416)	(486,319)	(422,769)	(186,065)	(1,122,935)	(74,456)	(172,158)	(124,666)	(41,432)	(2,400,734)	0	(408,566)	(265,835)	(1,830,466)	
Note for Fire Pumper 8E21 Replacement							150,000																					
General Fund Contribution							213,624	223,624	233,624	243,624	253,624	263,624	273,624	283,624	293,624	303,624	313,624	323,624	333,624	343,624	353,624	363,624	373,624	383,624	393,624	403,624	413,624	
Additional Half Penny on the tax rate to fund fire truck							0	0																				
Sale of Pumper							40,000																					
Town Contribution for Ladder Truck							0	0																				
Ending Balance							134,722	92,669	292,693	503,617	725,441	826,052	883,036	954,244	761,549	642,404	769,964	(29,348)	229,820	401,286	630,245	952,436	(1,074,674)	(691,050)	(705,992)	(568,203)	(1,985,045)	

- Most replacement cost estimates include trade-in value of existing vehicles
- Non-Fire Truck vehicles are inflated by 3% per year
- Fire Trucks are inflated by 5% per year.
- Fund was started in 1990. The proceeds from the sale of all equipment bought after that date shall be placed into the Rolling Stock Fund
- General Replacement Assumptions:
 - Dump Trucks 12
 - Pickup 4/WD 8
 - Pickup 10
 - Sidewalk Plow 8
 - Fire Trucks 20
 - Fire Pickup 15
 - Sweeper/Wheel Loader 10



MEMORANDUM

TO: Village Trustees
FROM : Patrick Scheidel, Village Manager
DATE : December 20, 2017
SUBJECT: FYE19 Enterprise Funds Budget Transmittal

PROPOSED FYE19 BUDGET- SUMMARY OF ISSUES

ENTERPRISE FUNDS

The proposed FYE19 Water Fund Operating Budget shows an increase of 2% over the FYE18 Operating Budget when Global Foundries is taken into consideration. However the operating budget for which Village rate payers are responsible is increasing by \$70,570 or 7%. The major reasons for this increase are an increase in the Capital Reserve transfer and an increase in water wholesale cost.

The proposed FYE19 Wastewater Treatment Fund budget is increasing by \$91,092 or 4.9%. This increase is due to increases in the Health Insurance line item, Sludge Processing, Maintenance Other, Chemicals, and the Transfer to the Capital Reserve.

The proposed FYE19 Sanitation Fund Operating Budget shows an increase of 3.1% from the FYE18 budget. Line items contributing to this increase are Salaries and Benefits, Pump Station Maintenance and Capital Outlay.

The overall rate increase for Water/WWTF/Sanitation is estimated at this time to be 7%. The estimated Water rate reflects an increase of 9%, WWTF an increase of 9% and Sanitation an increase of 4%.

Budget Challenges

Keeping abreast of changing regulations and requirements is always a challenge for the Wastewater Treatment Facility.

Estimating water flows for purchase as well as billing is a challenge due to water breaks and change in water use.

Wastewater Treatment Facility Refurbishment Bond Payment

In FYE18 161,000 was added to the revenue to be collected in the Sanitation Fund when the rate was calculated. We are planning to add \$10,000 to this amount each year making it \$171,000. The Village's portion of the WWTF debt is \$308,409 in FYE19. By increasing the amount for the debt gradually we have been able to cushion the rate shock the entire payment

Proposed FYE19 Budget- Summary of Issues

would have caused had it been added to the rate calculation in entirety when the first payment was due. The sale of excess capacity to Williston has tempered the amount we need to collect from our rate payers as well.

Water Capital Fund

The Water Capital Reserve has many projects waiting to be constructed. In this budget we propose to increase the Capital Transfer to \$50,000 per year until there is sufficient money to replace/repair our aging water system.

Water Meters

Our water meter switchover to radio frequency transmitters is continuing to move forward. The new meters are more accurate and allow public works employees to obtain information about a property's water use. The datalogs from these meters can pinpoint when and how much water went through a meter which can help a customer figure out why they have a high bill. The costs for the meters are shared between the Water Fund and the Sanitation Fund as usage charges are currently based on metered water. It is now estimated this project will be completed in FYE20. Progress on this project has been hampered by our inability to hire a qualified Water Technician.

Utility Charges Comparison

12/13/17 16:48

Property using 120 gallons/Day Water	FYE18	FYE18	Increase	% Increase
Fixed Charge	\$94.24	\$101.44	\$7.20	8%
Usage (120 Gal/day, 5840 c.f./yr)	\$96.94	\$103.95	\$7.01	7%
Total	\$191.18	\$205.39	\$14.21	7%
WWTF				
Fixed Charge	\$88.32	\$95.92	\$7.60	9%
	\$49.06	\$53.14	\$4.09	8%
Total	\$137.38	\$149.06	\$11.69	9%
Sanitation				
Fixed Charge	\$89.64	\$93.84	\$4.20	5%
Usage (120 Gal/day, 5840 c.f./yr)	\$30.95	\$32.12	\$1.17	4%
Total	\$120.59	\$125.96	\$5.37	4%
Total All Utility Rates	\$449.15	\$480.42	\$31.26	7.0%

RECREATION PROGRAMS FUND

12/14/17
10:10 AM

Acct. #	Account	FYE16	FYE17	FYE17	FYE18	FYE19	% Change 19 vs 18
		Actual	Budget	Actual	Budget	Proposed Budget	
ADMINISTRATION							
45110.110	Salaries - Regular	0	0	0	32,718	44,887	37%
45110.140	Salaries - Part-time	0	0	0	15,121	6,870	-55%
45110.210	Health Insurance & Other Benefits	0	0	0	9,717	11,300	16%
45110.220	Social Security	0	0	0	3,660	3,959	8%
45110.226	Workers Compensation Insurance	0	0	0	30,006	27,304	-9%
45110.230	Retirement	0	0	0	4,150	4,357	5%
45110.291	Health Improvement Programs	0	0	0	350	0	-100%
45110.330	Other Professional Services	0	0	0	4,667	4,600	-1%
45110.442	Equipment Rentals	0	0	0	2,000	2,000	0%
45110.500	Training, Conferences, Dues	0	0	0	10,387	12,240	18%
45110.530	Communications	0	0	0	1,680	5,280	214%
45110.535	Telephone Services	0	0	0	4,500	4,500	0%
45110.536	Postage	0	0	0	3,219	8,632	168%
45110.550	Printing and Advertising	0	0	0	15,400	15,000	-3%
	Total Administration	0	0	0	137,575	150,929	10%
RECREATION PROGRAMS							
45115.140	Salaries - Part-time	0	0	0	40,093	25,764	-36%
45115.220	Social Security	0	0	0	3,079	1,971	-36%
45115.330	Other Professional Services	0	0	0	86,206	87,658	2%
45115.410	Water & Sewer Charges	0	0	0	800	800	0%
45115.434	Maintenance - Buildings/Grounds	0	0	0	250	250	0%
45115.440	Rental	0	0	0	1,400	600	-57%
45115.442	Equipment Rentals	0	0	0	1,225	1,260	3%
45115.500	Training, Conferences, Dues	0	0	0	850	600	-29%
45115.536	Postage	0	0	0	79	79	0%
45115.550	Printing and Advertising	0	0	0	354	350	-1%
45115.580	Travel	0	0	0	1,508	0	-100%
45110.610	Supplies	0	0	0	24,795	23,600	-5%
45110.800	Student Special Programs	0	0	0	1,388	3,732	169%
	Total Recreation Programs	0	0	0	162,027	146,664	-9%
AFTER SCHOOL CHILDCARE							
45120.110	Salaries - Regular	0	0	0	172,966	228,381	32%
45120.140	Salaries - Part-time	0	0	0	149,687	153,094	2%
45120.210	Health Insurance & Other Benefits	0	0	0	64,490	76,143	18%
45120.220	Social Security	0	0	0	24,384	29,183	20%
45120.230	Retirement	0	0	0	19,973	24,785	24%
45120.291	Health Improvement Programs	0	0	0	1,750	0	-100%
45120.330	Other Professional Services	0	0	0	15,566	17,488	12%
45120.421	Truck Lease	0	0	0	23,845	24,005	1%
45120.500	Training, Conferences, Dues	0	0	0	13,835	16,600	20%
45120.580	Travel	0	0	0	30,259	28,845	-5%
45120.610	Supplies	0	0	0	28,061	27,930	0%
45120.626	Gas, Grease and Oil	0	0	0	1,750	1,750	0%
	Total After School Childcare	0	0	0	546,566	628,204	15%
PRESCHOOL							
45121.110	Salaries - Regular	0	0	0	163,013	174,471	7%
45121.140	Salaries - Part-time	0	0	0	41,438	31,385	-24%
45121.210	Health Insurance & Other Benefits	0	0	0	86,583	79,671	-8%
45121.220	Social Security	0	0	0	15,641	15,748	1%
45121.230	Retirement	0	0	0	16,300	17,447	7%
45121.291	Health Improvement Programs	0	0	0	1,400	0	-100%
45121.330	Other Professional Services	0	0	0	2,710	3,072	13%
45121.434	Maintenance - Buildings/Grounds	0	0	0	0	3,333	100%
45121.440	Rental	0	0	0	5,000	0	-100%
45121.500	Training, Conferences, Dues	0	0	0	11,998	12,560	5%
45121.530	Communications	0	0	0	0	2,448	100%
45121.580	Travel	0	0	0	960	1,728	80%
45121.610	Supplies	0	0	0	4,500	4,500	0%
	Total Preschool	0	0	0	349,543	346,363	-1%

RECREATION PROGRAMS FUND

12/14/17
10:10 AM

Acct. #	Account	FYE16 Actual	FYE17 Budget	FYE17 Actual	FYE18 Budget	FYE19 Proposed Budget	% Change 19 vs 18
SUMMER DAY CAMPS							
45122.110	Salaries - Regular	0	0	0	35,535	43,104	21%
45122.140	Salaries - Part-time	0	0	0	160,235	166,966	4%
45122.220	Social Security	0	0	0	14,976	16,070	7%
45122.330	Other Professional Services	0	0	0	6,062	5,781	-5%
45122.580	Travel	0	0	0	25,170	28,153	12%
45122.610	Supplies	0	0	0	15,499	13,699	-12%
45122.626	Gas, Grease and Oil	0	0	0	0	150	100%
	Total Summer Day Camps	0	0	0	257,477	273,923	6%
POOL							
45124.140	Salaries - Part-time	0	0	0	91,127	90,109	-1%
45124.220	Social Security	0	0	0	6,972	6,893	-1%
45124.330	Other Professional Services	0	0	0	9,110	7,290	-20%
45124.410	Water & Sewer Charges	0	0	0	1,799	1,988	11%
45124.434	Maintenance - Buildings/Grounds	0	0	0	16,496	19,683	19%
45124.610	Supplies	0	0	0	5,839	5,795	-1%
	Total Pool	0	0	0	131,343	131,758	0%
CONCESSIONS							
45125.140	Salaries - Part-time	0	0	0	7,693	7,882	2%
45125.220	Social Security	0	0	0	589	603	2%
45125.500	Training, Conferences, Dues	0	0	0	140	140	0%
45125.610	Supplies	0	0	0	15,394	15,824	3%
	Total Concessions	0	0	0	23,816	24,449	3%
PARKS & FACILITIES							
45220.500	Training, Conferences, Dues	0	0	0	1,500	1,750	17%
45220.610	Supplies	0	0	0	0	1,175	100%
	Total Parks & Facilities	0	0	0	1,500	2,925	95%
TOTAL PROGRAMS		0	0	0	1,609,847	1,705,215	6%

RECREATION PROGRAMS FUND REVENUES

Account	FYE16 Actual	FYE17 Budget	FYE17 Actual	FYE18 Budget	FYE19 Proposed Budget	% Change 19 vs 18	
34720.000	Pool Day Admission	0	0	0	65,310	72,737	11%
34721.000	Pool Memberships	0	0	0	38,694	36,631	-5%
34722.000	Swim Lessons	0	0	0	43,804	46,803	7%
34725.000	Concession Sales	0	0	0	25,977	25,896	0%
34750.000	Facility and Field Rental	0	0	0	8,232	8,562	4%
34779.000	Youth Programs	0	0	0	140,528	147,144	5%
34780.000	Adult Programs	0	0	0	62,343	45,483	-27%
34781.000	Childcare Program	0	0	0	1,204,359	1,261,091	5%
34782.000	Shared Staffing Contract	0	0	0	11,925	51,181	329%
39505.000	Sponsorship	0	0	0	8,675	9,700	12%
TOTALS		0	0	0	1,609,847	1,705,228	6%

SENIOR CENTER BUDGET

FYE 17 Proposed FYE 17 Statement FYE 18 Proposed FYE 18 To Date FYE 19 Proposed

225-34700.000 SCMB Membersh	3,900.00		4,500.00		\$4,100.00
225-34700.000 SCGF Guest fees	19.00		20.00		\$24.00
225-34700.000 SCNL Newsletter	71.00		72.00		\$72.00
225-34700.000 TOTAL	3,990.00	3,621.00	4,592.00	306.00	\$4,196.00
225-34701.000 SCBT Bridge tour	958.00		960.00		\$0.00
225-34701.000 SCCM Commissio	0.00		0.00		\$0.00
225-34701.000 SCCF Craft Fest	718.80		800.00		\$1,200.00
225-34701.000 SCCT Cribbage Tri	37.00		60.00		\$0.00
225-34701.000 SCOH Open House	30.00		30.00		\$0.00
225-34701.000 SCRD RADA cutler	216.50		300.00		\$900.00
225-34701.000 SCRF Raffles	162.50		200.00		\$100.00
225-34701.000 SCAC Auctions	2,697.50		2,800.00		\$2,800.00
225-34701.000 SCFR Other fundr	12.00		0.00		\$400.00
225-34701.000 TOTAL	4,832.30	5,545.45	5,150.00	1,425.70	\$5,400.00
225-34702.000 SCJZ Jazzercise	1,562.00		1,850.00		\$0.00
225-34702.000 SCMS Meal Site	3,230.00		3,000.00		\$3,000.00
225-34702.001 SCTR Trips	7,584.00		8,500.00		\$9,500.00
225-34702.000 SCAF Other act. fr	163.50		240.00		\$300.00
225-34702.000 TOTAL	12,539.50	15,194.50	13,590.00	2,685.00	\$12,800.00
225-34703.000 SCAH After-Hours	1,500.00		800.00		\$700.00
225-34703.000 TOTAL	1,500.00	1,925.00	800.00	607.00	\$700.00
225-36101.000 INTEREST EARNINGS		84.25			
225-36400.000 SCCB Chmas. Bas	50.00		100.00		\$40.00
225-36400.000 SCPB Perfect Bler	152.00		160.00		\$0.00
225-36400.000 SCDO Other Dona	1,163.82		1,200.00		\$1,200.00
225-36400.000 TOTAL	1,365.82	1,550.81	1,460.00	328.14	\$1,240.00
225-36603.000 MISC. REV.	91.00	25,628.74	0.00	2,329.00	\$0.00
HOEHL DONATION BAL.	2,078.41	1,649.30	0.00		\$0.00
HOEHL FLOORING GRANT BAL.	899.56	899.56	0.00		\$0.00
TOTAL REVENUE	24,227.62	57,212.61	25,592.00	7,680.84	\$24,336.00
EXPENDITURES					
225-45122.330 OTHER PROF. SER	1,020.00	1,010.00	1,100.00		\$500.00
225-45122.430 REPAIRS & MAIN	3,725.00	3,872.05	3,500.00	913.84	\$3,600.00
225-45122.610 GENERAL SUPPLI	3,350.00	2,718.57	4,500.00	1,311.08	\$3,000.00
225-45122.612 FUND RAISER EXP	692.84	1,294.11	750.00	548.62	\$2,000.00
225-45122.614 PROGRAM EXPEN	1,250.00	1,770.55	2,500.00	1,163.18	\$2,700.00
225-45122.810 TRIP EXPENSES	7,816.99	8,577.06	9,500.00	5,766.27	\$9,700.00
225-45122.812 MEAL SITE EXPEN	2,000.00	3,875.70	2,500.00	1,362.71	\$2,800.00
225-49340.801 HOEHL DONATIO	990.76	1,493.20	0.00		\$0.00
225-49340.802 HOEHL GRANT EX	899.56	899.56	0.00		\$0.00
TOTAL EXPENSES	21,745.15	25,510.80	24,350.00	11,065.70	\$24,300.00
TOTAL SENIOR CENTER FUND	1,394.82		1,242.00	-3,384.86	\$36.00

WATER FUND BUDGET - \$3,868,862

Represents an overall increase of 82,845 or 2%

The proposed FYE19 Water Fund Operating Budget shows an increase of 2% over the FYE18 Operating Budget when Global Foundries is taken into consideration. However the operating budget for which Village rate payers are responsible is increasing by \$70,570 or 7%. The major reasons for this increase are a large increase in the Capital Reserve transfer and an increase in water wholesale cost. See explanations below.

Costs for water for a household using 120 gallons a day are estimated to increase 7% - from \$191.18 to \$205.39 per year or \$17.12 per month.

Acct #	Description
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43200.411	CWD Water Purchase – (+\$21,997) The average amount the Village has purchased in the last three years has increased and the CWD rate is increasing by at least 3%.
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43200.412	State Water Tax – (+966) Jim Fay of CWD advises that the State water fees are due for an increase as of July 1, 2018.
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43200.742	Capital Reserve Fund Contribution – (+\$50,000) – In order to fund the infrastructure and equipment needs of the Water Fund, the proposed increase in this line item is \$50,000 per year. The Capital Reserve has some major projects in the near future.
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FYE19 Water Fund Capital Reserve Fund Proposed Projects

Projects proposed for FYE19 in the Water Fund Capital are listed below.

Water meter upgrades to Radio Reads - \$28,721 – This will be the 9th year in this project. Water Fund staff has revised the anticipated completion date of this project to FYE20. The project has not progressed as fast as was once projected. At this point in time 66% of meters in the Village have been upgraded to Radio Reads.

Bond Payment – 18% of the bond payment for infrastructure projects is allocated to the Water Fund. There is an increase from the original estimate of 14% - **\$45,757**

Vector Truck – \$5,500 Staff has applied for a grant to replace the Vector Truck. It is possible the cost of the Truck may be entirely covered by the grant and the trade in on the old truck. However, in case this is not the case, we have put in \$110,000 split among the Rolling Stock Fund, Water Fund, Sanitation Fund and Wastewater Treatment fund. The highest percentage is allocated to the Sanitation fund.

Railroad Ave. Waterline Lincoln Place to Central Ave. - \$107,685 Construction of this project is scheduled for FYE19. The design was done in FYE17 but construction was delayed so that the Rosewood Lane water line replacement could be accomplished.

Total Amount for FYE19 Water Capital Reserve - \$187,663

The Water Capital Reserve has been aligned with the General Fund Projects where projects have both roadway and water line components.

WATER FUND BUDGET

12/13/17
11:14 AM

Acct. #	Account	FYE16 Actual	FYE17 Budget	FYE17 Actual	FYE18 Budget	FYE19 Proposed Budget	% Change 19 vs 18
43200.110	Salaries - Regular	97,962	105,379	67,668	111,775	109,133	-2.4%
43200.130	Salaries - Overtime	11,074	14,000	9,819	14,000	14,000	0.0%
43200.140	Salaries - Part-time	4,157	5,166	2,626	5,293	5,427	2.5%
43200.210	Health Insurance & Other Benefits	37,098	40,682	25,660	44,500	45,212	1.6%
43200.220	Social Security	8,389	9,658	6,126	10,091	9,965	-1.2%
43200.226	Workers Compensation Insurance	5,659	5,528	5,437	6,624	6,716	1.4%
43200.230	Retirement	9,774	10,538	6,707	11,178	10,913	-2.4%
43200.250	Unemployment Insurance	325	353	87	353	200	-43.3%
43200.330	Other Professional Services	64	1,000	1,590	1,000	1,000	0.0%
43200.335	Audit Services	4,094	4,217	3,433	3,623	3,680	1.6%
43200.340	Computer Expenses	1,201	2,100	1,105	1,500	1,000	-33.3%
43200.410	Water & Sewer Charges	89	400	92	200	200	0.0%
43200.430	Water Lines Maintenance - Breaks	5,306	16,000	22,737	16,000	16,000	0.0%
43200.441	ROW Leases	92	142	8	142	142	0.0%
43200.491	Contractual Services	108,760	113,888	113,888	106,531	106,660	0.1%
43200.500	Training, Conferences, Dues	1,642	2,000	1,468	2,000	2,500	25.0%
43200.521	Liability & Property Ins.	3,035	3,347	3,619	3,011	2,271	-24.6%
43200.535	Telephone Services	991	1,000	1,489	1,000	1,500	50.0%
43200.536	Postage	1,615	2,000	1,636	2,000	2,000	0.0%
43200.550	Printing and Advertising	1,604	2,000	2,003	2,000	2,608	30.4%
43200.570	Maintenance - Other	2,165	1,000	3,541	2,000	2,500	25.0%
43200.572	Interview Costs	117	0	2,649	0	0	0.0%
43200.610	Supplies	7,676	5,500	5,172	6,000	6,000	0.0%
43200.612	Uniforms, Boots, Etc.	941	1,500	806	1,500	1,500	0.0%
43200.613	Meters and Parts	899	0	303	1,000	500	100.0%
43200.614	Distribution Materials	18,891	6,500	23,751	7,000	7,000	0.0%
43200.622	Electricity	713	700	711	750	750	0.0%
43200.623	Heating	1,561	3,000	2,402	3,000	3,000	0.0%
43200.626	Gas, Grease and Oil	5,406	3,500	1,143	4,000	3,000	-25.0%
43200.742	Capital Reserve Fund Contribution	130,000	140,000	140,000	160,000	210,000	31.3%
43200.805	Interest Expense	0	0	334	0	300	0.0%
43200.891	Capital Outlay	8,478	0	3,447	6,000	6,000	100.0%
43200.892	Transfer to Town for Benefits			11,180	0	0	
SUB TOTALS		479,778	501,098	472,637	534,071	581,677	9%
43200.412	State Water Tax	12,137	11,352	12,436	12,662	13,628	8%
43200.411	CWD Water Purchase	480,401	460,300	461,487	493,810	515,807	4%
SUBTOTAL VILLAGE EXPENSE		972,316	972,750	946,560	1,040,543	1,111,112	7%
43210.412	State Water Tax - GF	63,375	68,255	62,540	63,875	70,985	11%
745.043	CWD Water Purchase - GF	2,508,409	2,767,603	2,549,112	2,681,600	2,686,765	0%
TOTALS		3,544,101	3,808,608	3,558,212	3,786,018	3,868,862	2%

WATER FUND REVENUES

12/13/17
11:14 AM

Account	FYE16 Actual	FYE17 Budget	FYE17 Actual	FYE18 Budget	FYE19 Proposed Budget	% Change 19 vs 18
34403.000 Misc - Unclassified Revenue	9993	0	1,356	0	0	
34801.000 Sale of Water Residential	857,978	846,258	901,046	930,063	995,753	7.1%
34900.000 Sale of Water - GF	2,508,409	2,767,603	2,505,612	2,681,600	2,686,765	0.2%
34902.000 Sale of Water - GF VT Tax	63,375	68,255	61,472	63,875	70,985	11.1%
34812.000 Sale of Water - Large User	119,480	107,492	76,261	91,480	96,359	5.3%
34811.000 Penalties	4,468	4,000	4,769	4,000	4,000	0.0%
34403.000 Hook on Fees	15,150	15,000	14,450	15,000	15,000	0.0%
34402.000 Interest on Investments	0	0	20	0	0	0.0%
TOTALS	3,578,853	3,808,608	3,564,986	3,786,018	3,868,862	2%

VILLAGE OF ESSEX JUNCTION

WATER RATES

12/13/2017 16:54

FYE 19 RATE SETTING

FIXED CHARGES - EQUIVALENT UNITS @ 120 gpd per EU

	FYE 18 RATE SETTING 50% Fixed, 50% Variable		FYE 19 RATE SETTING 50% Fixed, 50% Variable	
Water Budget Target	\$	930,063	\$	995,753
Budget Ratio				
Fixed	\$	465,032	\$	497,877
Variable	\$	465,032	\$	497,877
Total Customers/Equivalent Units		4935		4908
Fixed Charge				
Base Rate		23.56		25.36
Usage Charge				
Usage Fee		0.0166		0.0178
Projected Consumption (c.f)		28,097,333		28,097,333
REVENUE				
Fixed Charge	\$	465,074.40	\$	497,868
Sale of Water				
Residential	\$	466,416	\$	500,133
Large User - GF	\$	91,480	\$	96,359
Other Revenue/Income				
Hydrant Rentals	\$	-	\$	-
Penalties	\$	4,000	\$	4,000
Miscellaneous	\$	15,000	\$	15,000
Total Revenue	\$	1,041,970	\$	1,113,359
EXPENSES	\$	1,040,543	\$	1,111,112
SURPLUS/DEFICIT	\$	1,427	\$	2,247

Notes:

1. Projected consumption is based on prior 3 year average.
2. Expenses and revenue exclude GlobalFoundries

Person using 120 gallons/Day Water	FYE18	FYE19	Increase crease	
Fixed Charge	94.24	101.44	7.20	8%
Usage (120 Gal/day, 5840 c.f./yr)	96.94	103.95	7.01	7%
Total	191.18	205.39	14.21	7%

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Water Fund Capital Reserve Plan

PROJECT or Equipment	Prior	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26
Vactor Truck (partial share)			5,500							
Railroad Ave. Waterline Lincoln Place to Central Ave.	6,921		107,685							
Water meter upgrades to Radio Reads	131,417	28,721	28,721	28,721						
Water/Sewer Billing Conversion to NEMRC		2,000								
Lamoille St. Water Line Replacement				20,476	262,797					
Pearl St.Sidelwalk West to Susie Wilson (Wtr portion)						10,440				
Backhoe Replacement							114,333			
Water Pickup Truck							41,527			
Pearl St. Water Line Rehabilitation-235 Pearl to Susie Wilson								447,245		
Central St. Waterline Lincoln St. to Main St.								573,011		
West St. Waterline South Summit to Hayden										885,745
Algonquin complete loop between Cherokee & Iroquois										94,794
Bond Payment		46,190	45,757	45,213	44,557	43,808	42,978	42,083	41,144	40,172
Subtotal		76,911	187,663	94,409	307,354	54,248	198,838	1,062,340	41,144	1,020,710

Water Fund Capital Reserve Funding and Fund Balance

Beginning Fund Balance		(53,847)	29,242	51,579	217,170	219,815	525,568	736,730	134,390	603,246
Planned Spending		(76,911)	(187,663)	(94,409)	(307,354)	(54,248)	(198,838)	(1,062,340)	(41,144)	(1,020,710)
Transfer in From Water. Operating Budget		160,000	210,000	260,000	310,000	360,000	410,000	460,000	510,000	560,000
Projected Ending Fund Balance		29,242	51,579	217,170	219,815	525,568	736,730	134,390	603,246	142,536

WASTEWATER TREATMENT FUND BUDGET - \$1,951,088

Represents an overall increase of \$91,092 or 4.9%

The proposed FYE19 Wastewater Treatment Fund budget is increasing in a variety of areas.

Costs for Wastewater Treatment for a Village household using 120 gallons a day are estimated to increase by 9% from \$137.38 to \$149.06 per year or \$12.42/month. The increase in rate is due to the increase in the budget, an increase in the percentage of expenses allocated to the Village based on the percentage of flow attributed to the Village (36.7% to 37.5%), and a decrease in estimated revenue from septage and leachate. The facility expenses are allocated to the 3 Tri-town communities based on percentage of flow. A detailed description of significant changes to line items follows.

Acct #	Description
43200.130	Salaries – Overtime – (-\$3,000) decreased to reflect actual expenditures
43200.140	Salaries – Part-time – (+\$6,000) Increased to reflect actual expenditures for summer help as well as year round Part Time admin staff.
43200.210	Health Insurance & Other – (+\$17,632) Accounting process has change to reflect costs of policy for individual staff members at WWTF instead of a distributed cost of all employees as previously used
43200.320	Legal Services – (+\$1,000) Added in anticipation of participation of legal activity related to current NPDES Discharge Permit challenge filed against the first discharge permits released. Long term impact of the appeal will change the permit planned for 2020. Friend of the court filing is anticipated.
43200.565	Grit Disposal – (+\$3,000) Increased capture of material with new screen installed in FYE 2018.
43200.567/8	Sludge Processing and Sludge Management – (+\$10,000) Increased Use of Land Application option. Sludge Mgmt. unchanged. as budget amount will absorb increases anticipate.
43200.570	Maintenance Other – (+\$10,000) modified to reflect actual as well as some Increased facility needs, SCADA Computer change out, etc.
43200.577	Contract Laboratory Service – (+\$2,000) – Additional process testing required for permit compliance requirements. Some price increases.
43200.612	Uniforms, Boots, etc. – (+\$1,000) – Estimated increase due to actuals and other safety equipment.

- 43200.618 Supplies - Laboratory** – (+\$3,000) – Additional process testing required for permit compliance requirements, pH or other instrumentation replacement.
- 43200.619 Chemicals** – (+\$20,000) – Moved process polymers to this line item, adjustments to reflect pricing changes, use, etc. Use optimization is ongoing.
- 43200.626 Gas Grease and Oil** – (+\$1,500) – Adjustment to better reflect recent actual expenses.
- 43200.742 Capital Reserve Fund Contribution** – (+\$20,000) – Tritown has agreed to increase this contribution to Capital Reserve by \$20,000 each year to fund Capital needs.

The Wastewater Treatment Facility serves 3 communities. Village-exclusive sewer related costs are paid for out of the Sanitation Fund.

FYE19 Wastewater Treatment Fund Capital Reserve Fund Proposed Projects

Vector Truck Replacement - \$5,500 Staff has applied for a grant to replace the Vector Truck. It is possible the cost of the Truck may be entirely covered by the grant and the trade in on the old truck. However, in case this is not the case, we have put in \$110,000 split among the Rolling Stock Fund, Water Fund, Sanitation Fund and Wastewater Treatment fund. The highest percentage is allocated to the Sanitation fund.

Total Amount for FYE17 Capital Reserve - \$7,957 (includes ARRA Loan Payment)

WWTF OPERATIONS & MAINTENANCE BUDGET

DRAFT

Wholesale Rate

2.9849

per 1000 gal

Increase = 4.99%

12/13/17

4:33 PM

Acct. #	Account	FYE16 Actual	FYE17 Budget	FYE17 Actual	FYE18 Budget	FYE19 Proposed Budget	% Change 19 vs 18
43200.110	Salaries - Regular	309,914	333,046	330,279	340,008	343,376	1.0%
43200.130	Salaries - Overtime	42,135	48,000	43,928	48,000	45,000	-6.3%
43200.140	Salaries - Part-time	18,840	8,139	22,191	10,000	16,000	60.0%
43200.210	Health Insurance & Other Benefits	76,235	109,133	79,250	119,377	137,000	14.8%
43200.220	Social Security	26,949	30,142	28,616	30,613	31,095	1.6%
43200.226	Workers Compensation Insurance	16,100	17,400	17,141	20,215	20,534	1.6%
43200.230	Retirement	29,661	33,305	30,572	34,001	34,338	1.0%
43200.250	Unemployment Insurance	395	837	358	500	420	-16.0%
43200.320	Legal Services	165	1,000	0	1,000	2,000	100.0%
43200.330	Other Professional Services	3,025	6,000	986	4,000	4,000	0.0%
43200.335	Audit Services	4,806	4,950	4,030	4,253	4,320	1.6%
43200.410	Water & Sewer Charge	2,773	4,000	2,128	3,000	3,000	0.0%
43200.432	Vehicle Maintenance	1,343	3,500	1,914	3,000	3,000	0.0%
43200.491	Contractual Services	54,380	56,944	56,944	53,114	53,330	0.4%
43200.500	Training, Conferences, Dues	4,880	6,500	5,464	6,500	6,500	0.0%
43200.521	Liability & Property Ins.	22,334	23,808	22,989	38,015	32,275	-15.1%
43200.535	Telephone Services	4,790	6,000	4,577	6,000	6,000	0.0%
43200.565	Grit Disposal	8,087	9,000	10,356	15,000	18,000	20.0%
43200.567	Sludge Processing	145,800	130,000	137,340	130,000	140,000	7.7%
43200.568	Sludge Management	141,407	150,000	127,963	150,000	150,000	0.0%
43200.569	WWTF Annual Permit Fee	9,900	7,500	9,900	9,900	9,900	0.0%
43200.570	Maintenance - Other	138,364	85,000	85,060	90,000	100,000	11.1%
43200.572	Interview Costs	0	0	523	0	0	0.0%
43200.577	Contract Laboratory Service	6,940	9,000	10,981	9,000	11,000	22.2%
43200.610	Supplies	9,607	10,000	8,256	10,000	10,000	0.0%
43200.612	Uniforms, Boots, Etc.	3,656	6,000	5,507	5,000	6,000	20.0%
43200.618	Supplies - Laboratory	14,883	13,000	16,198	15,000	18,000	20.0%
43200.619	Chemicals	213,634	195,000	284,508	210,000	230,000	9.5%
43200.622	Electrical Service	130,471	150,000	143,277	150,000	150,000	0.0%
43200.623	Heating	19,323	20,000	23,372	20,000	20,000	0.0%
43200.626	Gas, Grease and Oil	2,869	6,000	5,177	4,500	6,000	33.3%
43200.742	Contribution to WWTF Cap Reserve	280,000	300,000	300,000	320,000	340,000	6.3%
43200.891	Capital Outlay	0	0	0	0	0	0.0%
43200.892	Transfer to Town for Benefits	0	0	5,590	0	0	0.0%
TOTAL WWTF BUDGET		1,743,664	1,783,204	1,825,375	1,859,996	1,951,088	4.9%

WWTF OPERATION & MAINTENANCE REVENUES

12/13/17
4:33 PM

Acct. #	FYE16 Actual	FYE17 Budget	FYE17 Actual	FYE18 Budget	FYE18 Proposed Budget	% Change 19 vs 18
34801.000 Village Wastewater Reveneus	761,379	699,161	712,188	665,168	716,386	8%
34900.000 Wastewater Charge - Essex	462,284	436,976	436,976	474,861	477,591	1%
34901.000 Wastewater Charge - Williston	599,293	611,766	611,766	672,417	716,386	7%
34402.000 Interest Income	0	0	3,684	0	0	0%
34403.000 Miscellaneous	314	0	23	0	0	0%
34903.005 Misc. Pump Station Fees	30,300	30,300	30,300	30,300	31,725	5%
34903.001 Shared Septage Revenues	13,572	5,000	6,178	9,511	9,000	-5%
34903.003 Shared Leachate Revenue	448	0	348	0	0	0%
TOTAL WWTF REVENUE	1,867,590	1,783,203	1,801,463	1,852,257	1,951,088	5.3%

12/13/17
4:33 PM

	FYE16 Actual	FYE17 Budget	FYE17 Actual	FYE18 Budget	FYE18 Proposed Budget	% Change 18 vs 17
Breakdown of Village Revenues						
34801.000 Village User Charge	729,799	681,161	689,249	642,168	695,386	8%
34811.000 Village Users Penalties	3,540	3,000	3,361	3,000	3,000	0%
34812.000 Village Septage Revenues	27,144	15,000	18,533	20,000	18,000	-10%
34813.000 Village Leachate Revenues	896	0	1,045	0	0	0%
Total Village Revenues	761,379	699,161	712,188	665,168	716,386	8%

\$6,400 = .01 on the rate when flow is 640,000,000

2018/19 WHOLESale RATE DETERMINATION

FY19			
These percentages updated 11/17			
Williston	37.50%	240	20.00
Essex	25.00%	160	13.33
Essex Jct	37.50%	240	20.00
	100.00%	640	

	FY17 Budget	FY18 Budget	Proposed Budget FY19
TRI-TOWN BUDGET TOTAL	1,783,204	1,859,996	1,951,088
MINUS OFFSETTING REVENUES:			
WWTF FUND BALANCE			
INTEREST INCOME	0	0	0
MISC PUMP STATION FEES	30,300	30,300	31,725
SHARED SEPTAGE REVENUES	5,000	9,511	9,000
SHARED LEACHATE REVENUES	0	0	0
MISCELLANEOUS REVENUES	0	0	0
TOTAL OFFSETTING REVENUES	35,300	39,811	40,725
TOTAL AMT FOR WHOLESale RATE CALCULATION	1,747,904	1,820,185	1,910,363
BUDGET TOTAL FOR RATE CALC.	1,747,904	1,820,185	1,910,363
** FLOW FOR CALCULATION OF RATE (MGAL)	670	640	640
Rate per 1000 Gals Treated			2.985

WHOLESale RATE HISTORY

2008/09 WHOLESale SEWER RATE	1.5735
2009/10 WHOLESale SEWER RATE	1.8641
2010/11 WHOLESale SEWER RATE	2.1452
2011/12 WHOLESale SEWER RATE	2.2657
2012/13 WHOLESale SEWER RATE	2.4248
2013/2014 WHOLESale SEWER RATE	2.5278
2014/2015 WHOLESale SEWER RATE	2.6294
2015/2016 WHOLESale SEWER RATE	2.6877
2016/2017 WHOLESale SEWER RATE	2.7311
2017/2018 WHOLESale SEWER RATE	2.8430
FYF 19 PROPOSED WHOLESale SEWER RATE	2.9849 5.0%

**VILLAGE OF ESSEX JUNCTION
WASTEWATER TREATMENT
FYE 18 RATE SETTING**

12/14/2017 10:10

FIXED CHARGES - EQUIVALENT UNITS @ 120 gpd per EU

	FYE 17 RATE SETTING 65% Fixed, 35% Variable		FYE 18 RATE SETTING 65% Fixed, 35% Variable	
WWTF Budget Target	\$	681,041	\$	645,063
Budget Ratio				
Fixed	\$	442,677	\$	419,291
Variable	\$	238,364	\$	225,772
Total Customers/Equivalent Units		4511		4748
Fixed Charge				
Base Rate		24.53		22.08
Usage Charge				
Usage Fee		0.0092		0.0084
Projected Consumption (c.f)		25,920,000		26,891,958
REVENUE				
Meter Charge	\$	442,619	\$	419,343
Wastewater Treatment				
Customer Charge	\$	238,464	\$	225,892
Other Revenue/Income				
Penalties	\$	3,000	\$	3,000
Septage	\$	15,000	\$	20,000
Leachate	\$	-	\$	-
Total Revenue	\$	699,083	\$	668,236
EXPENSES	\$	699,041	\$	668,008
SURPLUS/DEFICIT	\$	42	\$	228

Notes:

1. Projected consumption is based on past 12 months.

Person using 120 gallons/Day WWTF	FYE17	FYE18	Increase %	Increase
Fixed Charge	98.12	88.32	(9.80)	-10%
Usage (120 Gal/day, 5840 c.f./yr)	53.73	49.06	(4.67)	-9%
Total	151.85	137.38	(14.47)	-10%

WWTF Capital Reserve Plan

Project or Equipment	FYE15	FYE16	FYE17	FYE18	FYE19	FYE20
Server and SCADA software/network upgrades	15,072	12,937				
Co-Gen (Closed)	329,405	1,888				
Gas Compressor			11,239			
Automatic Samplers			22,220			
Front End Loader				60,000		
Vactor Truck Replacement					5,500	
Digester Cleaning			0	75,000		
Capital Planning - 20 Year			0	30,000		
Return Activated Sludge (RAS) Pump			11,767			
Headworks Screen			3,070	196,930		
Alkalinity Control Installation			1,330	93,670		
Universal Ordinance						
ARRA Stimulus Loan Payback	2,457	2,457	2,456	2,457	2,457	2,457
Capital reserve annual expense		17,282	52,082	458,057	7,957	2,457

WWTF Capital Reserve Funding and Fund Balance

Beginning Fund Balance		207,108	470,746	721,831	583,774	915,817
Planned Spending		(17,282)	(52,082)	(458,057)	(7,957)	(2,457)
Interest			2,041			
Transfer in From WWTF Operating Budget		280,000	300,000	320,000	340,000	360,000
Sale of asset			1,126			
Projected Ending Fund Balance		469,826	721,831	583,774	915,817	1,273,360

SANITATION FUND BUDGET - \$492,427

Represents an overall increase of \$14,677 or 3.1%

The proposed FYE19 Sanitation Fund Operating Budget shows an increase of 3.1% from the FYE18 budget. Line items contributing to this increase are Salaries and benefits and Pump Station Maintenance. One driver of an increase in the Sanitation rate is the increase in the amount of the WWTF bond payment. We are increasing this amount by 10,000 each year until we have the full payment funded in order to effect a gradual increase in rates rather than a one-time enormous increase. As Williston buys our capacity, the amount of increase from the rate payers decreases. The money received for the sale of capacity is deposited to the reserve in Sanitation Fund for WWTF upgrades.

Personnel costs (salaries and benefits) represent 36% of this budget.

Costs for sanitation for a household using 120 gallons a day are estimated to increase 4% - from \$120.59 to \$125.96 per year or 10.49 per month.

Acct #	Description
43200.110	Salaries – Regular – (+\$4,818) Recently hired employees in this department are at the lower end of pay scale and so increases are higher percentage.
43200.434	Pump Station Maintenance – (+\$2,000) Increased to cover additional pump station adopted this current year (Roscoe Court).
43200.550	Printing and Advertising – (+\$450) We have changed our billing form and are employing a vendor to fold and stuff the water/sewer bills.
43200.570	Maintenance – Other – (+\$1,000) Additional maintenance on Vactor Truck
43200.623	Heating/Natural Gas – (+\$600) Increase to match historical costs for HS Pump Station.
750.020	Capital Reserve Fund Contribution – (+\$0) – We have not increased this line item this year as the Capital Reserve has been receiving a large amount in excess hook-on fees in the past few years.
755.023	Capital Outlay – (+\$5,000) – No equipment planned for purchase this year but we have put money into this line item for needs that will come up..

The Wastewater Treatment Facility serves 3 communities. Village-exclusive sewer related cost are paid for out of the Sanitation Fund.

FYE19 Sanitation Fund Capital Reserve Fund Proposed Projects

Water meter upgrades to Radio Reads - \$57,442 This will be the 9th year of the project. Because the Wastewater Treatment Facility services 3 towns, we charge the Sanitation Fund for the sewer treatment portion of this cost. The same users pay for Sanitation as WWTF in the Village and the Sanitation costs are paid for strictly by Village residents.

South St. Pump Station replace pumps - \$40,000

Loan and Bond Payments - HS Pump Station Upgrade Loan Payment (**\$73,200**), ARRA Loan Payment (**\$14,880**)

Replace Vector Truck - \$66,000 - Staff has applied for a grant to replace the Vector Truck. It is possible the cost of the Truck may be entirely covered by the grant and the trade in on the old truck. However, in case this is not the case, we have put in \$110,000 split among the Rolling Stock Fund, Water Fund, Sanitation Fund and Wastewater Treatment fund. The highest percentage is allocated to the Sanitation fund.

Total Amount for FYE19 Capital Reserve - \$251,522

SANITATION BUDGET

12/13/17
1:35 PM

Acct. #	Account	FYE16	FYE17	FYE17	FYE18	FYE19	% Change 19 vs 18
		Actual	Budget	Actual	Budget	Proposed Budget	
43200.110	Salaries - Regular	74,303	82,591	84,804	86,641	91,459	6%
43200.130	Salaries - Overtime	8,792	12,000	13,772	12,000	14,185	18%
43200.140	Salaries - Part-time	3,896	5,166	2,626	5,293	5,427	3%
43200.210	Health Insurance & Other Benefits	32,096	40,682	36,824	44,500	40,567	-9%
43200.220	Social Security	6,495	7,690	7,703	8,013	8,671	8%
43200.226	Workers Compensation Insurance	4,570	4,581	5,138	5,208	5,282	1%
43200.230	Retirement	7,102	8,259	8,205	8,664	9,146	6%
43200.250	Unemployment Insurance	191	328	127	328	200	-39%
43200.330	Other Professional Services	0	1,000	366	1,000	1,000	0%
43200.335	Audit Services	2,047	2,108	1,716	1,812	1,840	2%
43200.340	Computer Expenses	2,402	1,000	2,210	2,500	1,300	-48%
43200.410	Water & Sewer Charge	283	500	281	500	500	0%
43200.430	Sanitation Lines Maintenance	14,795	6,000	972	6,500	6,000	-8%
43200.434	Pump Station Maintenance	17,955	8,000	9,642	10,000	12,000	20%
43200.436	Sanitation Line Backup Cleaning	0	1,500	0	2,000	1,000	-50%
43200.441	Right-of-Way Agreements	1,472	1,058	1,563	1,098	1,140	4%
43200.491	Contractual Services	139,888	144,188	144,188	136,831	138,385	1%
43200.500	Training, Conferences, Dues	95	150	0	200	200	0%
43200.521	Liability & Property Ins.	6,332	8,183	7,713	5,812	6,225	7%
43200.536	Postage	3,252	3,500	3,268	3,500	3,500	0%
43200.550	Printing and Advertising	596	500	1,213	550	1,000	82%
43200.570	Maintenance - Other	1,070	1,500	14,557	1,500	2,500	67%
43200.572	Interview Costs	1,044	0	0	0	0	0%
43200.610	Supplies	3,674	1,000	355	1,000	1,000	0%
43200.612	Uniforms, Boots, Etc.	1,136	1,500	1,601	1,500	1,500	0%
43200.613	Meters and Parts	0	0	0	0	0	0%
43200.622	Electrical Service	9,396	11,000	10,001	12,000	12,000	0%
43200.623	Heating/Natural Gas	1,154	1,700	1,851	1,300	1,900	46%
43200.626	Gas, Grease and Oil	1,703	2,500	1,681	2,500	2,500	0%
43200.742	Contribution to Sanitation Cap Rese	95,000	95,000	215,167	95,000	95,000	0%
43200.891	Capital Outlay	4,222	0	5,133	0	5,000	0%
43220.001	Susie Wilson Pump Station Costs	7,050	9,000	7,745	9,000	10,000	11%
43220.002	West St. Pump Station Costs	13,602	10,000	12,166	11,000	12,000	9%
43200.892	Transfer to Town for Benefits	0	0	11,180	0	0	0%
	TOTALS	465,611	472,184	613,768	477,750	492,427	3.1%

SANITATION FUND REVENUES

12/13/17
1:35 PM

Account	FYE16 Actual	FYE17 Budget	FYE17 Actual	FYE18 Budget	FYE19 Proposed Budget	% Change 19 vs 18
500.000 Annual Customer Charge	540,524	552,556	565,633	552,556	589,487	7%
500.001 Penalties	2,510	2,500	2,686	2,500	2,500	0%
432.040 Miscellaneous	162,090	30,000	154,887	30,000	30,000	0%
440.000 Interest on Investments	0	0	842	0	500	0%
442.010 2 Party Agreement Revenue	15,000	15,000	15,000	15,000	15,000	0%
442.000 Essex Pump Station Fees	24,826	23,128	23,911	23,128	25,940	12%
TOTALS	744,950	623,184	762,959	623,184	663,427	6.5%

VILLAGE OF ESSEX JUNCTION

SANITATION RATE

12/13/2017 13:53

FYE 19 RATE SETTING

FIXED CHARGES - EQUIVALENT UNITS @ 120 gpd per EU

	FYE 18 RATE SETTING 75% Fixed, 25% Variable		FYE 19 RATE SETTING 75% Fixed, 25% Variable	
Sanitation Budget Target	\$	406,372	\$	418,487
WWTF Debt Payment	\$	161,000	\$	171,000
Total	\$	567,372	\$	589,487
Budget Ratio				
Fixed	\$	425,529	\$	442,115
Variable	\$	141,843	\$	147,372
Total Customers/Equivalent Units		4748		4712
Fixed Charge				
Base Rate		22.41		23.46
Usage Charge				
Usage Fee		0.0053		0.0055
Projected Consumption (c.f)		26,891,958		26,891,958
REVENUE				
Meter Charge	\$	425,611	\$	442,174
Sale of Water				
Customer Charge	\$	142,527	\$	147,906
Other Revenue/Income				
Penalties	\$	2,500	\$	2,500
Miscellaneous	\$	30,000	\$	30,000
Interest	\$	-	\$	-
2 Party agreement	\$	15,000	\$	15,000
Essex Pump Station Fees	\$	23,878	\$	25,940
Total Revenue	\$	639,516	\$	663,520
EXPENSES	\$	477,750	\$	492,427
SURPLUS/DEFICIT	\$	161,766	\$	171,093

Notes:

1. Projected consumption is based on prior 3 year average.
2. Target revenue projection includes phased increase in rates to cover future debt retirement for WWTF refurbishment.

	FYE17	FYE17	Increase	% Increase
Person using 120 gallons/Day				
Sanitation				
Fixed Charge	89.64	93.84	4.20	5%
Usage (120 Gal/day, 5840 c.f./yr)	30.95	32.12	1.17	4%
Total	120.59	125.96	5.37	4%

WWTF Refurbishment Bond Payment Cash Flow Analysis

Assumptions:

\$12,925,000 CWSRF Loan @ 2% interest

\$1,705,000 Bond at 3.345%

2nd year of payments for Village =

Williston purchases 10k/yr capacity for 5 years @ \$100,000/yr.

Capacity for Payment Allocation

Capacity in gallons	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34	FY35
Village	1,220,000	1,210,000	1,200,000	1,190,000	1,180,000	1,170,000	1,160,000	1,150,000	1,140,000	1,130,000	1,120,000	1,120,000	1,120,000	1,120,000	1,120,000	1,120,000	1,120,000	1,120,000	1,120,000	1,120,000	1,120,000	1,120,000	1,120,000	1,120,000	1,120,000
Town	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000
Williston	980,000	990,000	1,000,000	1,010,000	1,020,000	1,030,000	1,040,000	1,050,000	1,060,000	1,070,000	1,080,000	1,080,000	1,080,000	1,080,000	1,080,000	1,080,000	1,080,000	1,080,000	1,080,000	1,080,000	1,080,000	1,080,000	1,080,000	1,080,000	1,080,000
Total Capacity	3,300,000	3,300,000	3,300,000	3,300,000	3,300,000	3,300,000	3,300,000	3,300,000	3,300,000	3,300,000	3,300,000	3,300,000	3,300,000	3,300,000	3,300,000	3,300,000	3,300,000	3,300,000	3,300,000	3,300,000	3,300,000	3,300,000	3,300,000	3,300,000	3,300,000
Capacity %																									
Village	36.97%	36.67%	36.36%	36.06%	35.76%	35.45%	35.15%	34.85%	34.55%	34.24%	33.94%	33.94%	33.94%	33.94%	33.94%	33.94%	33.94%	33.94%	33.94%	33.94%	33.94%	33.94%	33.94%	33.94%	33.94%
Town	33.33%	33.33%	33.33%	33.33%	33.33%	33.33%	33.33%	33.33%	33.33%	33.33%	33.33%	33.33%	33.33%	33.33%	33.33%	33.33%	33.33%	33.33%	33.33%	33.33%	33.33%	33.33%	33.33%	33.33%	33.33%
Williston	29.70%	30.00%	30.30%	30.61%	30.91%	31.21%	31.52%	31.82%	32.12%	32.42%	32.73%	32.73%	32.73%	32.73%	32.73%	32.73%	32.73%	32.73%	32.73%	32.73%	32.73%	32.73%	32.73%	32.73%	32.73%

Payment Schedule

SRF Loan		0	0	0	0	790,451	790,451	790,451	790,451	790,451	790,451	790,451	790,451	790,451	790,451	790,451	790,451	790,451	790,451	790,451	790,451	790,451	790,451	790,451	790,451
Vt Mun Bond																									
Dec	0	84,706	84,473	84,147	83,771	83,308	82,796	82,209	81,524	80,788	79,985	79,165	73,239	72,389	71,540	70,652	69,742	69,742	69,742	69,742	69,742	69,742	69,742	69,742	69,742
June	0	24,473	24,147	23,771	23,308	22,796	22,209	21,524	20,788	19,985	19,165	18,239	17,389	16,540	15,652	14,743	13,767	13,767	13,767	13,767	13,767	13,767	13,767	13,767	13,767
Total	0	109,179	108,620	107,918	107,079	896,555	895,456	894,184	892,763	891,224	889,601	887,855	881,079	879,380	877,643	875,846	873,960	873,960	873,960	873,960	873,960	873,960	873,960	873,960	873,960
Village Portion	0	40,032	39,498	38,916	38,289	317,870	314,766	311,610	308,409	305,177	301,925	301,333	299,033	298,456	297,867	297,257	296,617	296,617	296,617	296,617	296,617	296,617	296,617	296,617	296,617

Village Cash Flows for Project

Revenues																								
Beginning Designated Balance			378,203	557,538	750,249	673,380	609,613	559,004	521,595	497,418	486,493	386,160	298,127	220,671	153,804	97,548	51,931	16,315	(9,300)	(24,913)	(30,526)	(26,138)	(11,749)	12,642
Revenues from rate		56,000	112,000	131,000	141,000	151,000	161,000	171,000	181,000	191,000	201,000	211,000	221,000	231,000	241,000	251,000	261,000	271,000	281,000	291,000	301,000	311,000	321,000	331,000
Revenues From Williston	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	0	0	0	0	0	0	1	2	3	4	5	6	7	8
Total Revenues	100,000	156,000	212,000	231,000	241,000	251,000	261,000	271,000	281,000	291,000	201,000	211,000	221,000	231,000	241,000	251,000	261,001	271,002	281,003	291,004	301,005	311,006	321,007	331,008
Revenues plus desinated balance			590,203	788,538	991,249	924,380	870,613	830,004	802,595	788,418	687,493	597,160	519,127	451,671	394,804	348,548	312,932	287,317	271,703	266,091	270,479	284,868	309,258	343,650
Expenses																								
Village bond payment	(40,032)	(39,498)	(38,916)	(38,289)	(317,870)	(314,766)	(311,610)	(308,409)	(305,177)	(301,925)	(301,333)	(299,033)	(298,456)	(297,867)	(297,257)	(296,617)	(296,617)	(296,617)	(296,617)	(296,617)	(296,617)	(296,617)	(296,617)	(296,617)
Ending Designated Balance			551,287	750,249	673,380	609,613	559,004	521,595	497,418	486,493	386,160	298,127	220,671	153,804	97,548	51,931	16,315	(9,300)	(24,913)	(30,526)	(26,138)	(11,749)	12,642	47,033

Sanitation Fund Capital Reserve Plan

Project or Equipment	Prior	FY17	FY18	FY19	FY20	FY21	Future
Vactor Truck Partial Share (Place Holder)				66,000			
Water Meter upgrades to radio reads	165,598	16,034	57,442	57,442	57,442		
Water/Sewer Billing Conversion to NEMRC		2,000	3,000				
Manhole Rehab/Sliplining			40,000		40,000		
River Street PS Control Panel, anodes	2,850						
School St.Rd Reconst. Waterline, Sanitary Sewer	102,637						
South Street PS Replace pump #1, 2 and valves, vent, anodes			2,500	40,000			
Trailer Pump			30,000				
Central St. Water Line Lincoln to Main St.							10,466
HS Pump Station Upgrade Bond Payment	207,439	73,200	73,200	73,200	73,200	73,200	
ARRA Stimulus Loan Repayment		14,880	14,880	14,880	14,880	14,880	
Capital reserve annual expense		106,114	221,022	251,522	185,522	88,080	10,466

Sanitation Capital Reserve Funding and Fund Balance

Beginning Fund Balance		710,911	584,889	428,367	337,845	344,765	
Planned Spending		(221,022)	(251,522)	(185,522)	(88,080)	(10,466)	
Transfer in From Sanit. Operating Budget		95,000	95,000	95,000	95,000	95,000	
Projected Ending Fund Balance		584,889	428,367	337,845	344,765	429,299	